TEMPLE COLLEGE

Application for Student Employment

TERM: _____

☐ **ELIGIBLE**
☐ **NOT ELIGIBLE**

Name: _____ _____ Student ID No: _____
First Last

Street Address: _____
City State Zip Code

Home Phone: _____ Cell Phone: _____

Curriculum: _____ E-Mail: _____

AVAILABILITY:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A.M.							
P.M.							

Number of hours per week you desire to work: _____ Date available to start work: _____

RECORD OF EMPLOYMENT:

1) Employer: _____Job Title: _____

Name of Supervisor: _____Supervisors Phone: _____

Start Date: _____ End Date: _____Reason for leaving: _____

Duties: _____

_____

_____

2) Employer: _____ Job Title: _____

Name of Supervisor: _____ Supervisors Phone: _____

Start Date: _____ End Date: _____ Reason for leaving: _____

Duties: _____

_____

_____

3) Employer: _____Job Title: _____

Name of Supervisor: _____Supervisors Phone _____

Start Date: _____ End Date: _____ Reason for leaving_____

Duties_____

_____

_____

STUDENT ID #_____

KNOWLEDGE, EXPERIENCE AND SKILLS:

- ☐ PC
- ☐ E-mail
- ☐ Excel
- ☐ Word
- ☐ PowerPoint
- ☐ Publisher
- ☐ Data Entry
- ☐ Library Experience
- ☐ Customer Service
- ☐ Teach/Tutor
- ☐ Multi-line phone
- ☐ Calculator
- ☐ Copier
- ☐ Scanner
- ☐ Printer
- ☐ Filing
- ☐ Typing 35 wpm

_____

_____

_____

EXTRA-CURRICULAR ACTIVITIES:

Community Service Experience, clubs, groups or other activities: _____

_____

REFERENCES:

List three persons not related to you who know your qualifications:

Name	Address	Phone	Relationship

☐ I am aware that i must be enrolled in at least half-time basis and that my student loans may be reduced by my work study award. Work study positions are 15 hours a week.

☐ I certify the information provided in this application for employment is true, correct, and complete. I understand that any misstatement, misrepresentation or omission of fact on this application will disqualify me for employment or if I am employed will result in my dismissal. Any application or attachment submitted becomes the property of Temple College.

☐ I understand that any employment opportunity offered by Temple College will subject the applicant to a post-offer criminal history check. Discovery of adverse information or criminal convictions will not automatically disqualify the applicant from consideration. Previous criminal convictions related to the duties of the position may result in the withdrawal of the offered position. Each incident of adverse information or conviction discovered will be evaluated on its own merits with respect to time lapsed, circumstance, and seriousness of each event.

☐ Have you ever been convicted of or pled guilty to anything other than minor traffic violations? Yes No
Explain (Existence of a criminal record does not constitute an automatic bar to employment)

Signature _____ **Date** _____

OFFICE USE ONLY

Need _____ GPA _____ COMP%_____ SAP_____

Number of Credits: Fall _____ Spring _____ Summer _____

☐ On-campus

☐ Off-campus