

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 registered for courses at Temple College 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)

- Are you willing to work off-campus? Yes No Do you have adequate transportation? Yes No

Signature _____ Date _____

OFFICE USE ONLY	<input type="checkbox"/> On-campus
Need _____ GPA _____ COMP% _____ SAP _____	<input type="checkbox"/> Off-campus
Number of Credits: Fall _____ Spring _____ Summer _____	