Application for Student Employment

Name: ___________________________ ___________________________ Student ID No: ___________________________
First Last
Street Address: ___________________________________________________________
City State Zip Code
Home Phone: _____________________________________________________________ Cell Phone: ___________________________
Curriculum: ___________________________ E-Mail: ___________________________

**AVAILABILITY:**

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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: __________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

TERM: ___________________________
☐ ELIGIBLE
☐ NOT ELIGIBLE
STUDENT ID #_____________

KNOWLEDGE, EXPERIENCE AND SKILLS:

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

EXTRA-CURRICULAR ACTIVITIES:
Community Service Experience, clubs, groups or other activities: __________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

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

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☐ 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

Need ________  GPA _________  COMP%_________  SAP__________  ☐ On-campus
Number of Credits:  Fall _____  Spring _____  Summer ______  ☐ Off-campus