



## 2017-2018 Employment Application for Student Employment

Student must maintain a 2.0 cumulative GPA and a 6 credit hour enrollment per semester to be considered for student employment

### GENERAL INFORMATION

NAME \_\_\_\_\_  
Last
First
Middle

ADDRESS \_\_\_\_\_  
Street
City
County
State
Zip

PHONE \_\_\_\_\_ STUDENT ID# \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

Did a specific person or department offer you work study employment?  Yes  No

**If yes**, please identify and request a hiring packet \_\_\_\_\_

Are you currently enrolled in credit classes at ECC?  Yes  No

Credit hours this semester \_\_\_\_\_ Credit hours completed \_\_\_\_\_ G.P.A \_\_\_\_\_

Have you filed for financial aid?  Yes  No

Have you reviewed your award letter on the student portal?  Yes  No

If hired, can you provide proof of eligibility to work in this country?  Yes  No

Are you an International Student?  Yes  No

When do you plan on graduating or transferring from ECC? \_\_\_\_\_

### EDUCATION

High School Last attended: \_\_\_\_\_  Diploma  GED

College Name and Location: \_\_\_\_\_

College Major: \_\_\_\_\_

### AVAILABILITY( Indicate actual hours available)

| Semester: _____    |                    | Semester: _____    |                    |
|--------------------|--------------------|--------------------|--------------------|
| Mon _____ to _____ | Tue _____ to _____ | Mon _____ to _____ | Tue _____ to _____ |
| Wed _____ to _____ | Thu _____ to _____ | Wed _____ to _____ | Thu _____ to _____ |
| Fri _____ to _____ | Sat _____ to _____ | Fri _____ to _____ | Sat _____ to _____ |

**JOB SKILLS**

Check and state kind of office equipment you can operate:

- Calculator     Computer     Copier     Fax     Word Processing (Name software below)

List Languages (other than English) which you speak that would enhance your performance in this position:

\_\_\_\_\_

List any additional skills you have: \_\_\_\_\_

\_\_\_\_\_

**WORK EXPERIENCE**

Current or previous employer:

1. Name of organization \_\_\_\_\_ Start Date/End Date \_\_\_\_\_

Job Title and Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. Name of organization \_\_\_\_\_ Start Date/End Date \_\_\_\_\_

Job Title and Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Contact in case of emergency:

Name \_\_\_\_\_ Phone # \_\_\_\_\_

To the best of my knowledge, all statements in this application are correct. In the event of employment, I understand that false or misleading information given in my application or interview (s) may result in my discharge. Nothing on this application is intended to create or imply a contractual relationship. If hired, I understand that employment may be terminated with or without cause at any time.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE:**

- FWS     IWS

Eligible for \_\_\_\_\_ hrs/week

|            | Summer | Fall | Spring |  | Dept. & Date | Dept. & Date | Dept. & Date |
|------------|--------|------|--------|--|--------------|--------------|--------------|
| GPA        |        |      |        |  |              |              |              |
| Enrollment |        |      |        |  |              |              |              |