

**YEAR  
2011 -12**

# STUDENT EMPLOYMENT APPLICATION

Richland Community College | One College Park | Decatur, Illinois 62521



Please complete all items. Return completed application to the Career Center, Room C129. All students seeking employment must fill out a new application due by June 30 each year. Richland Community College is an equal opportunity employer and educator. Discrimination is prohibited against employees, job applicants, students, and contractors

Last Name:	First Name:	Student ID#:
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Address:	RCC Email (required):
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City:	State:	Zip Code
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Day Phone/Cell:	Evening Phone:	
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RCC Major/Field of Study:	Alternate Email:
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Type of Work Desired:

<input type="checkbox"/> Art Gallery Assistant	<input type="checkbox"/> Copy Center Assistant	<input type="checkbox"/> Fitness Center Assistant
<input type="checkbox"/> Audio-Visual Assistant	<input type="checkbox"/> Custodial/Housekeeping Assistant	<input type="checkbox"/> Shilling Center Assistant
<input type="checkbox"/> Child Care Assistant	<input type="checkbox"/> Horticulture Assistant	<input type="checkbox"/> Student Services
<input type="checkbox"/> Clerical Assistant	<input type="checkbox"/> Library (LRC) Assistant	<input type="checkbox"/> Computer Laboratory Assistant
<input type="checkbox"/> Other _____		

List which office equipment you have used (for example: FAX, photocopier, etc).	Evening Availability: <input type="checkbox"/> Available <input type="checkbox"/> Unavailable Evening Hours Available _____
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COMPUTER SKILLS	Typing/Keyboarding _____ wpm.
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List the kind of software you are familiar with (Word Processing, Spreadsheets, Word, Excel, etc)

**WORK EXPERIENCE** (List most recent job first)

Firm Name:	Phone:	City/State:
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Position Held:	From (Mo/Yr): To (Mo/Yr):	Hours Worked per Week:
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Supervisor:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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List Job Duties

Are you authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been a member of the armed forces? List military jobs: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Have you ever been convicted of a felony or other serious crime?  Yes  No (If yes, give details)

Any conviction record will not necessarily be a bar to employment; factors such as age at the time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. You are not required nor will you be asked to report whether you have a sealed conviction/arrest.

A student employee is a part-time employee who is enrolled as a student at Richland Community College for at least 6 credit hours and not on academic or financial suspension. Student employees have limited working hours as determined by the College. Efforts will be made to accommodate the student's schedule. Student employment is temporary and contingent on enrollment and funding.

Employment References Please list three (3) people (or academic instructors) under which you have worked or trained who have knowledge of your work/school-related abilities. (Do not include relatives.)			
Name	Address/City/State	Contact Info/Telephone	Occupation of Reference
1.			
2.			
3.			

**Student Employment Application for Richland Community College (Please Read Carefully)**

I certify that the information on this application is true and complete. If employed as a student worker, I understand that false statements on this application shall be considered sufficient cause for dismissal from employment.

I authorize Richland Community College to make any investigation necessary to verify the information appearing on this application, as well as an investigation of my character, reputation and any information pertinent to my employment qualifications.

I understand that nothing in this employment application is intended to be or should be construed to be a promise of employment or to define any specific period regarding employment.

*I also understand that if this application is not filled out completely that I will not be eligible for employment.*

To validate this application, the application must be signed and dated.

Date: \_\_\_\_\_ Signature fo Applicant: \_\_\_\_\_

**An Affirmative Action/Equal Access/Equal Opportunity Employer**

Richland Community College provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Office.

**FOR OFFICE USE ONLY**

ID# _____	
GPA: _____ Credits: _____ Date 1: _____ Enrollment: FA: _____ Staff Initials: _____ SP: _____ SU: _____	Student Worker Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unfinished Federal Work Study Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No Hire Date 1: _____ Department _____
GPA: _____ Credits: _____ Date 2: _____ Enrollment: FA: _____ Staff Initials: _____ SP: _____ SU: _____	Student Worker Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unfinished Federal Work Study Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No Hire Date 1: _____ Department _____
GPA: _____ Credits: _____ Date 3: _____ Enrollment: FA: _____ Staff Initials: _____ SP: _____ SU: _____	Student Worker Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unfinished Federal Work Study Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No Hire Date 1: _____ Department _____

Notes: