

## APPLICATION FOR STUDENT WORK

**Community College District 522**

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

OFFICE USE ONLY	DATE_____	RSW	FWS	\$_____
	PROG#_____	HOURS ATTEMPTED_____		
	STATUS_____	DEFAULT_____		
	HRS ENROLLED	FL_____	SP_____	SM_____
	FA ELIGIBLE HRS	FL_____	SP_____	SM_____

**IMPORTANT!** Please read before completing this application. To be eligible for the Student Work Program, you must be enrolled in an eligible program, in at least six semester hours for Fall and/or Spring, and in at least one semester hour in the Summer. If you are on Financial Aid Suspension/Timeframe Suspension, you are ineligible to work.

Your application tells a potential employer important information about you, and gives a first impression of you. Be clear and accurate! ***Please print in black ink.*** Applications are only kept on file for the current semester.

NAME: \_\_\_\_\_ SWIC ID# \_\_\_\_\_

**Last                      First                      M.I.**

ADDRESS: \_\_\_\_\_

Street	City	State	Zip Code
--------	------	-------	----------

PHONE: (        )                      Email Address

SWIC Major \_\_\_\_\_ Program Number: \_\_\_\_\_ Expected graduation date from SWIC: \_\_\_\_\_  
Month/Year

Previously employed at SWIC? \_\_\_\_\_ If yes, which department? \_\_\_\_\_

	TIMES AVAILABLE TO WORK
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

**JOB INFORMATION:**

Campus Preference        BVL         GCC         RBC         ESLCC    

Would you like to apply for a job posted on the bulletin board?

Yes: If yes, indicate the job \_\_\_\_\_

\_\_\_\_ No: If no, indicate your job preference\_\_\_\_\_

**The Barnes and Noble bookstore is not affiliated with the Student Employment Program. Inquire with Barnes and Noble for employment opportunities.**

**EDUCATION INFORMATION:** Are you a new SWIC student? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of high school and date of graduation: \_\_\_\_\_

Other colleges attended: \_\_\_\_\_

**FINANCIAL AID INFORMATION:** Have you completed the Free Application for Federal Student Aid (FAFSA)?

**Check any of the areas below in which you have experience (previous employment is not necessary).**

___accounting	___counseling	___note taker	___switchboard
___art/darkroom	___customer service	___office clerk	___ten key
___athletics	___data entry_____KSM	___psop	___tutoring
___A/V equip operations	___lab assistant	___receptionist	___typing_____WPM
___building & grounds	___library	___science	___word processing
___child care	___mailroom	___scribe	___other_____
___computer	___music	___special services	

**Indicate any computer software applications or programming languages in which you are proficient:**

___Access	___Macintosh	___Programming	___Word	_____
___Excel	___Photoshop	___Publisher	___Other	_____
___Internet	___Powerpoint	___Windows		

**REFERENCES:**

	NAME	CITY AND STATE	PHONE	RELATIONSHIP
1	_____			
2	_____			

**EXPERIENCE:** List previous work and/or volunteer experience:

	EMPLOYER	TYPE OF WORK	DATES EMPLOYED
1.	_____		
2.	_____		

**MILITARY INFORMATION:**

Are you a veteran? \_\_\_\_\_ If yes, which branch? \_\_\_\_\_

**GENERAL INFORMATION:**

Are you legally authorized to work in the United States? \_\_\_\_ Yes \_\_\_\_ No

Have you ever been convicted of a criminal offense? \_\_\_\_ Yes \_\_\_\_ No

Date \_\_\_\_\_ Place \_\_\_\_\_

Nature of the offense: \_\_\_\_\_

(An affirmative answer will not automatically disqualify you from being considered as a candidate for employment.)

**Statement of Selective Service Registration status:**

\_\_\_\_ I certify that I am registered with Selective Service

\_\_\_\_ I certify that I am not required to be registered with Selective Service because:

\_\_\_\_ I am a female

\_\_\_\_ I am in the armed services on active duty (NOTE: Does not apply to members of the Reserves and National Guard who are not on active duty)

\_\_\_\_ I have not reached my 18th birthday

\_\_\_\_ I was born before 1960

\_\_\_\_ I am a resident of the Federated States of Micronesia, or the Marshall Islands, or a permanent resident of the Trust Territory of the Pacific Islands (Palau)

I certify that I am enrolled, or intend to enroll, as at least a half-time student at Southwestern Illinois College during the academic year. I understand that I will be expected to perform my job in a mature and responsible manner, and I will comply with the requirements of the job and the instructions of my supervisor. I understand that I may be removed from my job if I do not perform my work in a proper manner. I understand that I must comply with the Satisfactory Academic Progress Requirements.

The statements that I have made in this application are true and complete to the best of my knowledge and I understand that any alteration or concealment of a material fact will result in my disqualification before appointment or dismissal after appointment. I hereby authorize Southwestern Illinois College and its representative to investigate my background, including but not limited to past employment, military and police records. My permission is hereby given to any and all persons, agencies, corporations, firms or associations to release any and all such information, records or other documents to Southwestern or its representatives for its inspection and copying. A copy hereof shall be considered authentic as the original.

Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_