

# HUMAN RESOURCES WORK STUDY POSITION

APPLICATIONS TAKEN UNTIL FROM NOW  
**Until Filled**

To apply for this position, click on the  
Work-Study Application link below and print it out.

[Work Study Application](#)

After you print out the work-study application, fill it out and return it with a copy of your current schedule to Madison Morgan, Human Resources Assistant. Please make sure you list what **position** you are applying for on your application.

## Business Office Work Study Position

The successful candidate must be detail oriented and a self-starter with the ability to demonstrate accuracy with data. They must also have good typing skills and basic computer knowledge. The candidate will be dealing with accounts payable information, so an understanding of confidentiality is needed.

Up to 25 hours a week is available at \$9.25 / hour.

**\*\*Work-Study students must have a completed a 2018-19 financial aid file and be eligible for funding.**

*Federal College Work Study (CWS):* This program offers work, on or off campus, to students with financial need to help meet their educational expenses. Jobs are arranged after considering the amount of the award and the student's class schedule. Students are paid bi-weekly.

# MONTCALM COMMUNITY COLLEGE APPLICATION FOR WORK-STUDY

Montcalm Community College supports all state and federal laws that promote equal opportunity and prohibit discrimination.

## PERSONAL

Date: \_\_\_\_\_ STUDENT I.D. \_\_\_\_\_ Social Security #: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ No. Street  
City State Zip

Are you legally eligible for employment in the U.S.? \_\_\_\_\_ Yes \_\_\_\_\_ No (Proof of citizenship or immigration status will be required upon employment)

Have you ever been convicted of or pled guilty to a crime? \_\_\_\_\_ Are there any current felony charges pending against you? \_\_\_\_\_ If so, please list the date, court and offense for each.

## Health Information

Are you currently qualified to perform, with or without accommodation, the duties of this position? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If you are uncertain about the specific duties of this position, please request a job description prior to completing and submitting this application.) If you need accommodation for a physical or mental disability in order to perform the job, you must notify us in writing within 182 days after you know or should have known of this need or you may lose certain rights under the Michigan Persons with Disabilities Civil Rights Act.

## Financial Aid Information

Have you applied for financial aid for the current school year? Yes \_\_\_\_\_ No \_\_\_\_\_  
Are you presently enrolled at Montcalm Community College? Yes \_\_\_\_\_ No \_\_\_\_\_  
If No, give expected date of enrollment: \_\_\_\_\_  
Program of study in which you are or intend to enroll: \_\_\_\_\_

## Other Information

Have you ever worked at Montcalm Community College before? Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, what department: \_\_\_\_\_ When? \_\_\_\_\_  
What semester(s) are you interested in working? \_\_\_\_\_

What department/area would you like to work in: \_\_\_\_\_

## Work Experience

List below present and past employers, beginning with most recent:

Employer/Address/Phone	Type of Work	Reason for Leaving	Dates Worked
1.			
2.			
3.			

List any special skills (computer experience, typing, machinery you can operate, etc.)

\_\_\_\_\_

\_\_\_\_\_

The facts set forth in my application for employment are true and complete. I understand and agree that any false or misleading statements or omissions on this application shall be ground for rejection or dismissal. I authorize Montcalm Community College to use its personnel or any investigative agency to investigate my personal and employment history, education, and criminal conviction record. I also authorize all my employers and former employers, references, credit reporting agencies/bureaus, educational institutions and any other persons contacted by Montcalm Community College representatives to provide Montcalm Community College with all records and information relevant to my employment application with the College; and I release all parties who provide such records or information from all liabilities arising from such disclosures. Applicants offered employment may be required to undergo a medical examination prior to starting work, which may include alcohol and/or drug testing. All employees are hired at-will and may be released without cause or notice, except as specifically modified by a written as signed contract or bargaining agreement.

**Failure to complete any portion of the application or sign the application will result in rejection of the application.**

\_\_\_\_\_

**Signature of Applicant**

*An Equal Opportunity Employer*

### FAO USE ONLY

<u>Student Status:</u> D    I    FC _____ Estimated Need _____ Estimated Hours _____ Tracking Status _____ Date Reviewed _____	Approved for Employment _____ Denied for Employment _____ Reason: _____ _____ _____ _____ _____	Sent for Employer Review Place                      Date _____                      _____ _____                      _____ _____                      _____ _____                      _____ _____                      _____
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Hired Area _____	Hired Date _____	
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