

GREENVILLE OFFICE CLERICAL 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(s)** you are applying for on your application.

Greenville Office Clerical Work Study Position

Assist the Director of Apprenticeships and Workforce Development with printing, filing, generating reports, and data entry in excel spreadsheets. Assisting with preparation for job fairs and career events as well. The successful candidate should be comfortable with computers and technology, dependable, detail oriented, a self-starter, possess good communication skills, proficient at filing and organization, and have a clear understanding of confidentiality.

Up to 25 hours a week is available at \$9.45/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. _____ Email: _____

Name: _____ Social Security #: _____
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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