CUSTODIAL WORK STUDY POSITION

APPLICATIONS TAKEN
UNTIL FILLED

To apply for this position, print out the
Work-Study Application below.

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.

Custodial Work Study Position

Applicants will need to perform general cleaning functions in coordination with the full time custodial staff. Duties include but are not limited to wiping down flat surfaces such as desks, tables, countertops and window sills. Vacuuming carpeted areas such as classrooms, offices, and common areas. Collecting trash, dusting in room corners, light fixtures, and windows. Cleaning of bathrooms, which would include removal of trash, cleaning mirrors and toilets. Other general duties as assigned by the full-time staff.

Up to 25 hours a week is available at $9.45 / hour. Hours negotiable with normal class schedule are Mon.-Fri. 5:00 p.m. – 9 p.m.

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 your 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

Student Status:	Approved for Employment_____	Sent for Employer Review
D I FC_____	Denied for Employment_____	Place Date
Estimated Need _____	Reason:	_____ _____
Estimated Hours _____	_____	_____ _____
Tracking Status _____	_____	_____ _____
Date Reviewed _____	_____	_____ _____
	_____	_____ _____
	_____	_____ _____

Hired Area_____	Hired Date_____	