

On-Campus Student Employment Application

Position Applying For _____

Contact Person _____ Room _____

 Do you have a Financial Aid Work Study Award? ☐ Yes ☐ No

(Some Student Jobs require a Work Study award for consideration. Check "Yes" only if you are sure you have a Work Study award. See Financial Aid office (Room 10324) to determine if you have Work Study award.)

NOTE: Submit completed form to Contact Person in room number listed above.

Personal Information

Tartan ID Number _____

Last Name _____ First Name _____

Address _____ City _____ State ____ Zip _____

Home Phone _____ Cell Phone _____

E-mail _____ Alternate E-mail _____

 Are you legally eligible to Work in US? ☐ Yes ☐ No

 Do you have a valid drivers' license? ☐ Yes ☐ No

What date are you available to start work? (mm/dd/yyyy) _____

Educational Background

☐ High School Diploma ☐ GED Year at Sinclair: ☐ 1st Yr ☐ 2nd Yr ☐ 3rd or later

Anticipated Date of Graduation from Sinclair (mm/yyyy) _____

Current Major _____ Current GPA _____

Work Experience

Employer (most recent first)	Job Title	Start (mm/yyyy)	End (mm/yyyy)

(Continue on separate sheet as necessary.)

Special Skills (related to the responsibilities or qualifications of this position)

References

Name	Relationship	Phone

Additional Information (Provide any other information you think may be relevant to your application for this position.)

Employment Availability

☐ Mornings

☐ Afternoons

☐ Evenings

☐ Weekends

I acknowledge and understand that:

- Employment for this student worker position is for the current academic year only and that I must reapply for employment each academic year.
- The actual hours I may be assigned to work will be determined on an as-needed basis, may not be for the entire academic year, and will not exceed 20 hours per week.
- I must be at the time of my hire and continue to be throughout my employment with Sinclair a degree-seeking or certificate-seeking student in good standing and enrolled in courses totaling 6 or more credit hours. (Audits or enrollment in noncredit courses are not counted toward the 6 credit hours requirement.)

I certify that all of the information provided in this application is true and correct. I, hereby, authorize Sinclair College to make any investigation of my personal history, including work history, professional references.

(Note: Prior criminal conviction does not prohibit you from being hired or employed by Sinclair. No criminal background check will be conducted until after you may be offered a position of employment. The offer of employment will be conditioned on successful passing of a criminal background check.)

Applicant Signature _____ Date _____