



Mesalands Community College Student Employment Application

Student Name: _____ Date: _____

Student ID: _____ Phone Number: (____) _____

Address: _____
Street City State Zip Code

Semester Available to begin Work-Study: _____ Application Year: _____

Type of Work Desired: (i.e. Clerical, Maintenance, etc.) _____

Major: _____

Work Experience

Please list the employment information for the last two (2) places of employment

1. Name of present or previous employer: _____
 Address: _____ City _____ State _____ Zip _____
 Job title and nature of work done: _____
 Phone number: (____) _____ - _____
 Dates of employment: From: _____ To: _____
 Name of supervisor: _____
 List reason for leaving employment: _____

2. Name of present or previous employer: _____
 Address: _____ City _____ State _____ Zip _____
 Job title and nature of work done: _____
 Phone number: (____) _____ - _____
 Dates of employment: From: _____ To: _____
 Name of supervisor: _____
 List reason for leaving employment: _____

Special Skills: Please mark all that apply			
Typing: WPM		Clerical: Filing, Copying, etc.	
Computer Graphics		Cash Register	
Grounds keeping		Welding	
Windows Operating System: Including Word, Excel, PowerPoint, etc.		Custodial	
Photography		Library	
Livestock Mgmt.: Feeding, etc.		Tutoring: Math, English, etc.	

STUDENT EMPLOYMENT OPPORTUNITIES (Check Positions Interested)			
Academic Affairs: VP		Academic Services	
Bookstore		Arts & Sciences: Faculty	
Educational Services Center		Business Office	
Fitness Center		Fine Arts	
Library		Institutional Technology	
Maintenance: Grounds & Custodial		Student Services: Admissions, Advising, Recruiting, Financial Aid, Student Activities	
Natural Sciences: Museum		Wind Energy	
Rodeo			

Personal or Professional References

Please list three personal or professional references that know your qualifications and work experience for the position for which you are applying:

Name _____ Address _____

City/State/Zip _____ Phone (____) _____

How does this reference know your qualifications and experience? _____

Name _____ Address _____

City/State/Zip _____ Phone (____) _____

How does this reference know your qualifications and experience? _____

Name _____ Address _____

City/State/Zip _____ Phone (____) _____

How does this reference know your qualifications and experience? _____

Student Employment Acknowledgment

The following are conditions of employment as a student employee at Mesalands Community College. Please reference the Student Employment Handbook for additional information:

1. The student will be paid the approved minimum hourly wage, and will be paid bi-weekly, as per the administrative practices of Mesalands Community College. Students are limited to a maximum of 20 hours per week. Students are not allowed to work during scheduled class times.
2. Students are allowed to begin work one week prior to the start of each semester and work through one week after the end of the semester. Work related activity outside these timeframes, must have prior approval through Financial Aid Office.
3. The student must maintain a 2.0 GPA and be enrolled at least half-time (six credit hours) and be degree seeking. Students may not work more than six (6) semesters as a work-study. Student must have a current FAFSA on file and have completed all necessary financial aid documents, prior to employment.
4. The student must adhere to all attendance and other policies as outlined in the Mesalands Community College student handbook and/or catalog.
5. Student will meet with supervisor, to determine available work schedule. If student is unable to work assigned hours, they must contact their supervisor.
6. Student work attire will follow MCC Student Employment Handbook policy.
7. Confidentiality and professionalism must be maintained at all times regarding student, employee, and Mesalands Community College information.
8. The student must complete fully, and sign all required employment paperwork before beginning work. Failure to adhere to the above policies may result in termination of the student's employment with Mesalands Community College.

I here verify that I have read, understand, and agree to adhere to the above conditions of employment as a student employee at Mesalands Community College. I understand upon selection of employment, a Student Employment Handbook will be provided, with a complete set of all policies and procedures.

The annual amount of my award will be disclosed on my financial aid award letter. I also realize that student employment positions are dependent on federal, state and institutional funding, therefore, the positions may be subject to a reduction in hours or elimination all together, without advance notice.

Student's Signature _____ Date _____

For Financial Aid Office Use Only

Academic Year _____

Date of FAFSA _____

Valid ISIR/SAR: Yes No

Complete FA File : Yes No

If No, What Is Needed For File? _____

In State Resident

Out of State Resident:

Cumulative GPA _____

Credit Hours Enrolled _____

Cost of Attendance (COA) _____

Student Aid Indess (SAI) _____

Expected Financial Assistance (EFA) _____

Eligible for Work-Study Y or N _____

Maximum Work-Study Award \$ _____ (Dollar Amount)

Maximum Work-Study Award _____ (Hours)

FEDERAL: _____ **STATE:** _____ **INSTITUTIONAL:** _____

DEPARTMENT: _____ Hours: _____

DEPARTMENT: _____ Hours: _____

DEPARTMENT: _____ Hours: _____

Signature of Financial Aid Staff Member: _____

Date received all documents: _____

Verification completed: _____