

LABETTE COMMUNITY COLLEGE WORK-STUDY

Employment Application



*All students must complete the FAFSA before they complete this application.
Your financial aid file must be complete before you can start work.*

PERSONAL INFORMATION				
Name (Last, First, MI)		Student ID number		
Street address		City, State, Zip		
Home phone number		E-mail address		
Position of Interest		Major		
Date available for work		Hours available to work		
EDUCATION				
	Name	Address	Dates Attended	Degree/Diploma
High School			From: To:	
College(s)			From: To:	
List any seminars, classes or other education not listed above which may help qualify you for this position:				
EMPLOYMENT HISTORY				
List below all present and past employers, starting with your most recent employer. Account for all periods of unemployment.				
Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)		Start Date	End Date	Essential job functions
Address		Phone number		
Job Position(s)			Supervisor	
Reason(s) for leaving				
Employer		Start Date	End Date	Essential job functions
Address		Phone number		
Job Position(s)			Supervisor	
Reason(s) for leaving				
May we contact your current employer? <input type="checkbox"/> YES <input type="checkbox"/> NO				

ADDITIONAL INFORMATION	
Are you a Citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever worked for LCC? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, when?
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No (a "yes" response will not automatically disqualify you from employment)	If yes, explain
Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No	
REFERENCES	
Full Name	Relationship
Company	Phone Number
Full Name	Relationship
Company	Phone Number
Full Name	Relationship
Company	Phone Number

Return this form to the Registrar's Office. Your application will be kept on file for one year and will be reviewed by departments when openings occur.

You must complete your financial aid file *before* you are eligible to be a student assistant. Students with federal eligibility (Pell Grant and Direct Student loan) will be placed in work-study positions first.

DISCLAIMER AND SIGNATURE
I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Student Signature

Date