



STUDENT EMPLOYMENT APPLICATION

****Please attach your resume, class schedule and if applicable, a copy of your financial aid award letter.****

Note: students are not allowed to work in more than one department at the same time.

Position you are apply for? _____ Dept. _____

Name: _____ Today's Date: _____

Address, City & Zip: _____

Phone: () _____ E-Mail: _____

Are you presently attending Kishwaukee College? Yes No

Will you be attending Kishwaukee College next semester? Yes No

If "yes" to either of the above, how many credit hours? _____

What is your current GPA at Kishwaukee College? _____

What is your anticipated Graduation Date from KC? _____

Are you eligible for Federal Work Study financing? Yes No

PREVIOUS WORK EXPERIENCE

Have you ever worked on the Kishwaukee College campus before? Yes No

If so, what department/supervisor? _____

List your most recent work experience (including military service, farm work, college positions, volunteer work, etc.) Begin with your most recent job.

COMPANY NAME _____ BUSINESS PHONE # () _____

CITY, STATE _____ START DATE _____ END DATE _____ RATE OF PAY _____

JOB TITLE _____ NAME OF SUPERVISOR _____

DUTIES/SKILLS USED _____

REASON FOR LEAVING _____

PREVIOUS WORK EXPERIENCE CONTINUED...

COMPANY NAME _____ BUSINESS PHONE # (____) _____

CITY, STATE _____ START DATE _____ END DATE _____ RATE OF PAY _____

JOB TITLE _____ NAME OF SUPERVISOR _____

DUTIES/SKILLS USED _____

REASON FOR LEAVING _____

ADDITIONAL SKILLS you have that are relevant to the position you're apply for: _____

REFERENCE

Please give us the name and phone number of one (non-family) reference:

Name: _____ Phone: (____) _____

AVAILABILITY

How many hours do you wish to work? _____ (maximum 20 hours/week)

In the chart below please indicate what days and hours you are available. Please attach class schedule.

Mon:	Thurs:
Tues:	Fri:
Wed:	Sat:

****If you do not have a resume, please visit the Career Center at Kishwaukee College - C2123 and they can assist you. Depending on the position you are applying for, individual areas may require additional information.**

Student Signature _____ Date _____

It is the policy of Kishwaukee College not to tolerate sexual harassment in any form or to discriminate on the basis of sex, age, race, creed, religion, national origin, disability status, or sexual orientation in its education programs, activities or employment practices. Kishwaukee College complies with the Age Discrimination in Employment Act of 1975. Inquiries regarding compliance may be directed to the Director of Human Resources at Kishwaukee College 815-825-2086 x 2200 updated: 9-28-15