Student Employment Application
Term/Year _________

Central Ohio Technical College
http://webprod.cotc.edu/Admissions/student-employment

The Ohio State University at Newark
http://www.newark.osu.edu/students/financial-aid/student-employment/

Name: _____________________________________________________________________________________
Last,       First,     Middle Initial

Student ID#__________________                     College Email Address:__________________________

Enrolled @: _____       GPA:______                  Credit Hours Enrolled: SU_____    AU______     SP_______

Address: ___________________________________________________________________________________
 Street,   City,   State,   Zip

Phone Number: (Home) ___________________(Work)____________________ (Cell)____________________

Job #(s) for which you are applying: 1._____  2._____  3._____  4._____  Technology/Major:__________

Are you a United States Citizen or otherwise authorized to work in the position(s) for which you are applying?
(You will be required to verify your employment eligibility upon hire.)        ____ Yes     ____ No

If applying for a position that has specific course requirements, please list courses with the instructors’ name:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

List any special skills pertaining to jobs for which you have applied (i.e. phone skills, interpersonal, calculator,
computer, typing-including wpm, equipment, etc…):
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

LIST SPECIFIC TIMES YOU ARE AVAILABLE TO WORK:

Please attach a copy of your class schedule.

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<th>Monday</th>
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<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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Maximum number of hours you would like to work per week: ____
Minimum number of hours you would like to work per week: ____
Are you available between terms?     ____ Yes     ____ No
Work History
Start with your most recent employer and include on-campus employment.

<table>
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<tr>
<th>From: M/Yr</th>
<th>To: M/Yr</th>
<th>Company Name &amp; Supervisor’s Name</th>
<th>Address and Phone Number</th>
<th>Duties</th>
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What skills did you acquire from previous positions that would be pertinent to the jobs for which you are applying:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Personal and/or Professional References:
___________________________________________________________________________________________
___________________________________________________________________________________________

Comments/Explanations:
_________________________________________________________________________
_________________________________________________________________________

Signature: ___________________________  Date: ________________

It is the policy of Central Ohio Technical College and The Ohio State University that discrimination against an individual for reasons of race, color, creed, national origin, sex, age, sexual preference, handicap, or Veteran status is specifically prohibited. Accordingly, equal opportunity should be offered through a positive and continuing affirmative action program, and as future openings occur, every reasonable effort should be made to fill positions with the best qualified persons available regardless of race, color, creed, national origin, sex, age, sexual preference, handicap, or Veteran status.

If you feel that you are a victim of any act of discrimination, please contact the Director of Human Resources.

Campus e-mail is the primary tool for Student Employment communications. Be sure to read your e-mail frequently.
You are responsible for all information provided to you.

TO BE COMPLETED BY OFFICE OF FINANCIAL AID

Applicant has been awarded Federal Work Study?  _____No  _____Yes  Initials_____

TO BE COMPLETED BY SUPERVISOR

Please complete and return to the Office of Financial Aid.

Applicant had been interviewed?  _____No  _____Yes
Applicant has been hired?  _____No  _____Yes (checked: citizenship status & enrollment)
Applicant has been notified of decision?  _____No  _____Yes

State specific reason for non-selection: (If the applicant has self-identified as an individual with a disability, or a veteran covered by the campus’s affirmative action program, reasons should include a comparison of the qualifications of this candidate to the individual selected for hire.)
___________________________________________________________________________________________

Supervisor Signature: ___________________________  Date: ________________