

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.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>

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.

From: M/Yr	To: M/Yr	Company Name & Supervisor's name (Address and Phone Number)	Duties

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)
 Date Applicant was notified of decision: _____

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** _____