

To apply for student employment, complete and submit this application to:

Email - [Student.Employment@heartland.edu](mailto:Student.Employment@heartland.edu)

Drop off - Financial Aid Office, CCB 1106

Assistance/Questions - Contact HCC Financial Aid / CCB 1106 / Phone (309) 268-8020

Heartland Community College is an Equal Opportunity Institution. Student employment is dependent upon availability of funding. Application materials become part of the personnel file of applicants who are employed by the College.				<b>Date of Application:</b>			
<b>Eligibility</b>							
For which semester are you seeking student employment? <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer							
Are you currently enrolled in credit courses at HCC for the semester you indicated above? * <input type="checkbox"/> Yes <input type="checkbox"/> No							
* Only currently enrolled students are eligible to be considered for student employment.							
Have you filed the Federal Application For Student Aid (FAFSA)? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Have you been awarded Work-Study through Financial Aid? ** <input type="checkbox"/> Yes <input type="checkbox"/> No							
** Only those students who have been awarded work-study are eligible for work-study student employment positions. Positions that do not require work-study eligibility may or may not be available.							
<b>Personal Information</b>							
Legal Name (First M.I. Last)					Student ID#:		
Have your academic or work records ever been under another name? If so, please indicate:							
Current Address			City		State	Zip Code	
Daytime Phone		Evening Phone			Email Address		
Have you declared a major/program of study? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If yes, what is your major/program of study?							
Are you currently employed with HCC? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If yes, please provide title, department, and supervisor:							
Please state your work availability for the semester you are applying:							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							
<b>Position Information</b>							
If you are applying for a specific position, please list the job title and department:							
How did you learn about this position?							
<input type="checkbox"/> HCC Bulletin Board <input type="checkbox"/> HCC Career Services or Online Career Center <input type="checkbox"/> HCC faculty/staff <input type="checkbox"/> Other: _____ <small>(www.collegecentral.com/heartland)</small>							
<b>Education and Formal Training (Include high school last attended and any post-secondary educational institutions attended in order of attendance.)</b>							
Name of School		City and State	Area of Study/Major	Type of Diploma/Certificate/Degree Pursued		Did you graduate/complete?	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Skills</b>							
Indicate specific work skills you possess. Select all that apply:							
<input type="checkbox"/> Childcare <input type="checkbox"/> Writing <input type="checkbox"/> Presentation <input type="checkbox"/> Reception in person <input type="checkbox"/> Reception by phone <input type="checkbox"/> Customer Service <input type="checkbox"/> Typing/Data Entry <input type="checkbox"/> Proofreading							
Computer Skills:							
<input type="checkbox"/> MS Word <input type="checkbox"/> MS Excel <input type="checkbox"/> MS PowerPoint <input type="checkbox"/> MS Access <input type="checkbox"/> Programming <input type="checkbox"/> Troubleshooting <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> HTML/web design							
<b>Additional Training and Skills</b>							
List additional training, skills, certifications and/or knowledge you possess that may enhance your qualifications for student employment:							

<b>Work Experience (Begin with most recent employment)</b>			
<b>1. Employer Name</b>		<b>City</b>	<b>State</b>
<b>Position Title</b>	<b>Avg Hours/Week</b>	<b>From (Month/Year)</b>	<b>To (Month/Year)</b>
<b>Supervisor Name/Title</b>		<b>Telephone Number</b>	<b>May we contact this employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No</b>
<b>Beginning Salary</b>	<b>Ending Salary</b>	<b>Reason for leaving</b>	
<b>2. Employer Name</b>		<b>City</b>	<b>State</b>
<b>Position Title</b>	<b>Avg Hours/Week</b>	<b>From (Month/Year)</b>	<b>To (Month/Year)</b>
<b>Supervisor Name/Title</b>		<b>Telephone Number</b>	<b>May we contact this employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No</b>
<b>Beginning Salary</b>	<b>Ending Salary</b>	<b>Reason for leaving</b>	
<b>3. Employer Name</b>		<b>City</b>	<b>State</b>
<b>Position Title</b>	<b>Avg Hours/Week</b>	<b>From (Month/Year)</b>	<b>To (Month/Year)</b>
<b>Supervisor Name/Title</b>		<b>Telephone Number</b>	<b>May we contact this employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No</b>
<b>Beginning Salary</b>	<b>Ending Salary</b>	<b>Reason for leaving</b>	
<b>References (Do not list relatives or supervisors listed above.)</b>			
<b>1. Name:</b>		<b>Telephone:</b>	<b>Email:</b>
<b>Business/Profession/Title:</b>			
<b>2. Name:</b>		<b>Telephone:</b>	<b>Email:</b>
<b>Business/Profession/Title:</b>			
<b>Other Information and Conditions</b>			
1. Are you legally eligible for employment in the United States and can you provide proof upon hire? <input type="checkbox"/> Yes <input type="checkbox"/> No Employment is contingent upon a review and verification of documents establishing identity and work authorization.			
2. Have you ever been a member of the armed forces? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe any military experience that is relevant to the position for which you are applying:			
3. Have you ever been dismissed or asked to resign from a position? This is not intended to include layoffs <input type="checkbox"/> Yes <input type="checkbox"/> No that result from a reduction in force or company shut-down. If yes, please explain below or in an attachment.			
<ul style="list-style-type: none"> <li><i>I certify that the information provided on this application is true and complete. I further understand that any false statements or misrepresentations made by me on this application or any supplement thereto will be sufficient grounds for immediate discharge.</i></li> <li><i>I authorize Heartland Community College to make a thorough investigation of my past employment activities, I agree to cooperate in such a review, and I release from all liability or responsibility all persons, companies or corporations supplying such information.</i></li> <li><i>I understand that it is the practice of Heartland Community College to conduct criminal background checks on all employees.</i></li> <li><i>I understand that it is the practice of Heartland Community College to verify post-secondary education and that I may be requested to release my educational transcript or other records if necessary.</i></li> <li><i>I agree to wear or use protective clothing or devices as required by the College and I agree to comply with safety rules and other rules and regulations of Heartland Community College.</i></li> <li><i>I understand that nothing on this application is intended to create or imply a contractual or employment relationship.</i></li> </ul>			
<b>Signature:</b> _____		<b>Date:</b> _____	