

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>
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**Eligibility**

For which semester are you seeking student employment?  Fall  Spring  Summer

Are you currently enrolled in credit courses at HCC for the semester you indicated above? \*  Yes  No  
 \* Only currently enrolled students are eligible to be considered for student employment.

Have you filed the Federal Application For Student Aid (FAFSA)?  Yes  No

Have you been awarded Work-Study through Financial Aid? \*\*  Yes  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.

**Personal Information**

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							

**Position Information**

If you are applying for a specific position, please list the job title and department:

How did you learn about this position?  
 HCC Bulletin Board  HCC Career Services or Online Career Center  HCC faculty/staff  Other: \_\_\_\_\_  
 (www.collegecentral.com/heartland)

**Education and Formal Training (Include high school last attended and any post-secondary educational institutions attended in order of attendance.)**

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

**Skills**

Indicate specific work skills you possess. Select all that apply:

Childcare  Writing  Presentation  Reception in person  Reception by phone

Customer Service  Typing/Data Entry  Proofreading

Computer Skills:

MS Word  MS Excel  MS PowerPoint  MS Access

Programming  Troubleshooting  Desktop Publishing  HTML/web design

**Additional Training and Skills**

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>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>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>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 that result from a reduction in force or company shut-down. If yes, please explain below or in an attachment. <input type="checkbox"/> Yes <input type="checkbox"/> No			
<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>I understand that it is the practice of Heartland Community College to conduct criminal background checks on all employees.</li> <li>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.</li> <li>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.</li> <li>I understand that nothing on this application is intended to create or imply a contractual or employment relationship.</li> </ul>			
<b>Signature:</b> _____		<b>Date:</b> _____	