

Work-Study Application
Merced College
 Financial Aid Office
 3600 "M" Street
 Merced, CA 95348-2898
Nora.flores@mccd.edu

Enrolled 12 units or more:

= Yes = No

Packaged:

= Yes = No

Job Title in which you are applying for: _____

Instructions and Information

- | | |
|--|---|
| 1. Your financial aid file needs to be complete, processed by our office and have available need in order to be considered for a work-study position.
2. To remain employed you must stay in 12 units throughout the academic year. Students who fall below 6 units will be disqualified.
3. Please type or print legibly with black or blue ink. | 4. Fill out application entirely. Do not mark "See Resume."
5. Incomplete or illegible applications will not be considered.
6. Applications meeting minimum qualifications will be screened to determine which individuals will be called for an interview.
7. Contact us to request special accommodation if needed.
8. Sign and date your application. |
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Last Name:

First:

Middle:

Student ID:

Street Address:

City:

State:

Zip:

Telephone Number (Cell)

()

E-Mail Address →

Hours Available To Work

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Are you enrolled in 12 units or more?

= Yes = No

Do you receive financial aid?

= Yes = No

(If the answer is no due to appeal status or your file is not complete, please stop now. You will not be eligible for a work study position until the answers to both of these questions are yes.)

Please check all types of jobs interested in:

- Agriculture Assistant Child Care Office Assistant Library Assistant Allied Health Athletics
 Mailroom Tutorial Off Campus Jobs

What is your academic major?

Off Campus employment:

Can you work off-campus?

= Yes = No

Do you have reliable transportation?

= Yes = No

List any special skills/training relevant to the position for which you are applying:

Employment Record: List your present or most recent employer first. Include any U.S. Armed Forces experience. Account for employment during the past ten years. You may include volunteer experience (you may exclude the names of organizations that may reveal your race, color, religion, national origin, veteran status, ancestry, sex, sexual orientation, age, or physical disability). If more space is required, attach additional sheets using the same format.

Employer	Type of Business:	Start Date:	End Date:
Address:	Hours worked per week:	Starting Salary:	Ending Salary:
City, State, Zip	Job Title:	Number of people you directly supervised:	
Supervisor's Name and Title:	Telephone Number: () -	Reason for leaving:	
Description of Job Duties			

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Description of Job Duties			

General Information

<ul style="list-style-type: none"> Are you able, upon employment, to submit verification that you are a United States citizen or are eligible to work in the United States? The Immigration Reform and Control Act of 1986 requires Merced College to obtain original documentation from every employee which verifies identity and authorizes employment in the U.S. 	<input type="checkbox"/> = Yes <input type="checkbox"/> = No
<ul style="list-style-type: none"> Have you ever been convicted of any crime? If "yes", please state on the following page*for each conviction the specific charge for which you were convicted, the date and place of conviction, as well as the jail/prison sentence or fine you received. Please be aware that certain offenses need not be reported: (1) Any conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated (e.g. sealed juvenile offense records); (2) Any misdemeanor conviction for which probation has been successfully completed and the case judicially dismissed, pursuant to Penal Code 1203.4. Despite these restrictions, any conviction for certain sex and drug-related offenses specified in Education Code Sections 87010 and 87011 must be reported regardless of whether the case was judicially dismissed, pursuant to Penal Code Section 1203.4. A record of conviction will not necessarily constitute an automatic bar to employment. 	<input type="checkbox"/> = Yes <input type="checkbox"/> = No
<ul style="list-style-type: none"> If you are under 18 years old, can you submit a work permit upon hire? 	<input type="checkbox"/> = Yes <input type="checkbox"/> = No

Certification and Agreement of Applicant

I certify that the information I have provided in applying for this job is true and complete to the best of my knowledge and belief. I acknowledge that any misstatements or omissions in these application materials may be cause for elimination from further consideration or dismissal if hired. I hereby authorize any and all persons and agencies to furnish to Merced Community College District any information, including documents in my personnel file, which may be necessary to verify this application and any other materials submitted and hereby waive any rights of privacy to the information or documents which I may have under any federal, state or local law, ordinance or rule. I also understand that an incomplete application may delay or prevent employment opportunities with Merced College. I hereby release Merced Community College District, as well as those contacted by the college, from any liability or damage which may result from furnishing or using the information requested.

Applicant's Signature: →	_____	_____
	Signature	Date

Merced Community College District is an Equal Opportunity Employer