



Northwestern
Michigan
College

SEMESTER: Fall Spring Summer

STUDENT EMPLOYMENT APPLICATION

To be eligible for up to 20 hours employment weekly on campus, NMC students must fall into one of the categories below. Students Applications are kept on file for one academic year. Please notify Career & Employment Services of your times available each semester.

Today's Date: _____ Date Available to start work: _____

Instructions to Applicant:

1. You must fully and accurately complete this Student Employment Application preferably typed or legibly printed using a dark colored pen. **Incomplete applications will not be considered.** Resumes and additional information may also be submitted, but may not be substituted for any part of the application form. If you do not have all the information with you at this time (dates, telephone numbers, addresses, etc.) please keep this application and return it when completed.
2. If you are hired, proof of citizenship or immigration status will be required upon employment to verify your lawful right to work in the United States.
3. A person with a disability or handicap requiring accommodation for completing the application process should notify the Human Resources Office at (231) 995-1362 as soon as possible.

PERSONAL DATA Social Security Number or NMC ID Number (preferred) _____

Name _____
Last First Middle Initial

Local Address _____
Street Address/PO Box Number

City State Zip Code

Permanent Address _____
Street Address

City State Zip Code E-Mail Address

Telephone Number: Primary _____ Alternate Phone _____

Best time to call _____ Are you eligible for Work Study? Yes No

Please request a student job description for each Work Preference marked below:

- | | |
|---|--|
| <input type="checkbox"/> Campus Security Officer/ Night Watch | <input type="checkbox"/> Residence Hall- Front Desk Assistant/ R.A. |
| <input type="checkbox"/> Center for Learning-Learning Assistant | <input type="checkbox"/> Summer Conference Crew/ Front Desk Asst./ Host |
| <input type="checkbox"/> Computer Lab Asst. Beckett/ Communications | <input type="checkbox"/> Switchboard Operator |
| <input type="checkbox"/> Dishwasher (Great Lakes Culinary Institute) | <input type="checkbox"/> Technical Assistant-Media Services |
| <input type="checkbox"/> Groundskeeper | <input type="checkbox"/> Tutor |
| <input type="checkbox"/> Mail Courier | <input type="checkbox"/> Warehouse Assistant |
| <input type="checkbox"/> Office Assistant- Clerk/ Office Asst.-Human Resources | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Reader-Writing Center | |

SEND APPLICATION TO:

NMC Career and Employment Services
1701 E. Front Street
Traverse City, MI 49686

Office Use Only- Sent To:

Northwestern Michigan College is an Equal Opportunity Employer. It is the policy of this college that no person shall be excluded from admission or participation in, be denied the benefits of, or be subjected to discrimination of harassment under any program, activity, or in employment, on the basis of age, color, creed, disability, handicap, height, marital or familial status, national origin, political affiliation, race, religion, sex, sexual orientation, service in the military, veteran's status, weight, or any other legally protected status under federal, state, or local law. Michigan Law requires that a person with a disability or handicap requiring accommodation for employment must notify the employer in writing within 182 days after the need is known.

Yes No I have read the written job description of the essential job functions for the position for which I am applying.

Yes No I can perform, with or without a reasonable accommodation, the essential functions of the position for which I am applying.

Are you authorized to work in the U.S.? Yes No

What type of Visa (if any) are you currently on? _____ Visa expiration date _____

Are you 18 years of age or older? Yes No Do you have a valid driver's license? Yes No

Have you applied for FAFSA (Free Application for Federal Student Aid)? Yes No
(Forms are available in the Financial Aid Office or online at www.fafsa.gov.)

Have you ever been convicted of, or pled *nolo contendere* (no contest) to, a felony or misdemeanor?
 Yes No

If yes, please explain. _____

(Conviction will not necessarily disqualify applicant, but not telling the truth will. NMC does criminal background checks.)

Do you have any felony charges pending against you? Yes No

Are you now or have you ever been employed by NMC? Yes No

If so, when? _____ Position? _____

Are you related to any NMC employee in a supervisory position? Yes No

If so, name _____

What hours and days are you AVAILABLE for work? (Not your class schedule)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

EDUCATION INFORMATION

School Name and Location

Degree or Certificate

Year Obtained

EMPLOYMENT EXPERIENCE: Include military service or volunteer work experience. When describing a position, list 3 or 4 major responsibilities and percent of time spent on each. Enter current/most recent position first.

1. Most Recent Employer Name/Location _____

Type of Business _____ Phone _____

Supervisor's Name and Title _____

Reason for leaving _____

Employed from _____ to _____ Base Salary _____ / _____ Your Title _____
MONTH/YR MONTH/YR BEGINNING ENDING

Position Duties _____

2. Employer Name/Location _____

Type of Business _____ Phone _____

Supervisor's Name and Title _____

Reason for leaving _____

Employed from _____ to _____ Base Salary _____ / _____ Your Title _____
MONTH/YR MONTH/YR BEGINNING ENDING

Position Duties _____

3. Employer Name/Location _____

Type of Business _____ Phone _____

Supervisor's Name and Title _____

Reason for leaving _____

Employed from _____ to _____ Base Salary _____ / _____ Your Title _____
MONTH/YR MONTH/YR BEGINNING ENDING

Position Duties _____

CONDITIONS OF EMPLOYMENT
Please read carefully before you sign this application.

I hereby certify that the information given by me in this application and other information such as a cover letter and resume are true, accurate and complete. I understand that if I have given any false information on this application or other documents, or if I have omitted any material facts, I may be disqualified from employment with Northwestern Michigan College, or if I am hired, I may be discharged immediately upon discovery of such false statements or omissions, regardless of how much time has passed between the date of my hire and the discovery of the misrepresentations or omissions.

The student employment relationship at Northwestern Michigan College is at-will, meaning that this relationship can be ended at any time by either the employee or the College for any reason, with or without notice.

All employment offers are made contingent upon satisfactory proof of legal authorization to work in the United States according to the law. I understand that failure to provide satisfactory proof of identity and authorization to work in the United States will disqualify me from employment.

I understand that I am not officially employed until my department is notified in writing that my student authorization has been approved by the Office of Human Resources.

Job Reference Policy

I authorize and consent to a criminal background check and a thorough investigation of my past employment and will fully cooperate in any such investigation. It is the policy of the College to conduct such reference checks and background investigations as are deemed appropriate on all applicants for employment. No applicant will be hired unless and until the College receives such background information as it, in its sole discretion, deems satisfactory to make any hiring decision. To assist the College in obtaining the references and other background information necessary to consider applications for employment, it is the policy of the College that all applicants must sign the employment application below.

In consideration of this application for employment, I hereby release, save and hold harmless Northwestern Michigan College, its Board of Trustees, elected and appointed officials, employees, agents, and anyone else working on behalf of Northwestern Michigan College, as well as all of my current and past employers and their boards, officers, employees, agents and others working on their behalf from any and all liability or responsibility arising from any disclosure made or obtained pursuant to this authorization, or from failure to disclose information.

Signature_____ Date_____

NORTHWESTERN MICHIGAN COLLEGE
Student Employment
Questionnaire

Name		Date			
Provide information on all office technology where you have training and experience. Check your depth of experience.	Years of experience	DEPTH OF EXPERIENCE			
		Performed with help	Performed unaided	Instructed others	Amount of use (daily, weekly, occasionally, etc.)
OFFICE EQUIPMENT AND ROUTINE OFFICE DUTIES	List all related classes taken and length of time for each and check below. _____				
Typewriter					
Calculator					
Copy machine					
Fax machine					
Multi-line telephone					
Cash register					
Office supply inventory/ordering					
COMPUTER HARDWARE	List all related classes taken and length of time for each and check below. _____				
IBM Compatible PC					
Apple Macintosh					
Other _____					
OPERATING SYSTEMS/ ENVIRONMENT	List all related classes taken and length of time for each and check below. _____				
DOS					
Windows					
Apple					
Other _____					
WORD PROCESSING SOFTWARE	List all related classes taken and length of time for each and check below. _____				
Microsoft Word					
WordPerfect					
Other _____					

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SPREADSHEET SOFTWARE	List all related classes taken and length of time for each and check below. _____
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Excel					
Lotus 1-2-3					
Other _____					

DATABASE SOFTWARE	List all related classes taken and length of time for each and check below. _____
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Access					
dBase					
FoxPro					
Other _____					

COMPUTER LITERACY	List all related classes taken and length of time for each and check below _____
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Computer Graphics					
CAD (Computer Aided Design)					
Using desktop publishing systems					
Transferring/receiving network files					
Inputting/receiving E-mail					
Using columns, tables, & graphs					
Proofreading and editing documents					
SCT Banner applications					
Database/word processing merges					

OTHER					
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Grounds Equipment					
Experience driving a standard transmission vehicle					