



Student Employment Application (Please bring this application to FWS job interview)

IMPORTANT:

Your application for employment cannot be accurately evaluated unless it is completed fully and in detail. Students cannot apply for Federal Work-Study positions unless they have submitted the Free Application for Federal Student Aid (FAFSA) and all other documents requested by NECC as part of their Financial Aid File and have received notification that they qualify for Federal Work-Study funds.

Student Information

PLEASE PRINT

Name: Last First MI. NECC ID:

SSN:

Permanent Address:

Number & Street (No P.O. Boxes) Apt # City State Zip code

Home Phone #: () Area Code Cell/Daytime #: () Area Code

Email Address: Only provide if used regularly Date of Birth: / /

Have you ever participated in Work-Study at NECC before? Yes No What department?

If hired, what date can you start?

NECC Program/Major:

Type of job desired?

Person to be contacted in case of emergency:

Name: Last First MI. Phone:

Number & Street (No P.O. Boxes) Apt # City State Zip code

Qualifications/Skills (check all that apply)

Computer Skills: MS Word MS Excel MS Powerpoint MS Access

Other programs/databases:

Office /Administrative skills: Phone Filing Keyboarding/Data Entry Customer Service

Personal Skills: Sell-Motivated Multi-tasking Detail Oriented Communication



Employment Record

List present or most recent employment first.

1.

Employer's Name: _____ Phone: _____

Number & Street (No P.O. Boxes) Apt # City State Zip code

May we contact this employer? Yes No

Dates of Employment: From _____ to _____

Name of Supervisor: _____

Position Title: _____ Reason for Leaving: _____

Duties of Position:

2.

Employer's Name: _____ Phone: _____

Number & Street (No P.O. Boxes) Apt # City State Zip code

May we contact this employer? Yes No

Dates of Employment: From _____ to _____

Name of Supervisor: _____

Position Title: _____ Reason for Leaving: _____

Duties of Position:

Please attach resume if appropriate or additional sheets when necessary.

Certification Statement

I certify, by signing below, that I have read this form in its entirety and all the information provided on this application form is true, correct, and complete. I understand that this employment application is not an employment offer from NECC and that the employment relationship between NECC and the employee is based upon mutual consent for an indefinite time period and may be terminated by either the employee or NECC at any time without notice or requirement of cause.

I hereby give permission for the information contained on this form to be given verbally or in writing to prospective employers. I also authorize prospective employers to contact the persons whose names are listed on this application regarding my personal and employment history. If offered employment with the College, I understand that I must comply with all of the College's policies, rules, and procedures. If I am hired, I agree to promptly notify Financial Aid and Career Planning of any change in my status as a student, including any reduction in courses taken, termination of student status, or academic probation.

Student Signature: _____ Date: ____/____/____