

# Chandler-Gilbert Community College Student Employment Application

## PLEASE READ CAREFULLY

*The Maricopa Community Colleges District does not discriminate in hiring or in the terms or conditions of employment on the basis of race, color, religion, sex, national origin, Vietnam-era veteran, disability status or sexual orientation. Federal law prohibits discrimination on the basis of age against persons 40 or older. No question on this application is intended to secure information to be used for such discrimination.*

Student's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

Resume attached?  Yes  No I am interested in being notified of future student worker positions  Yes  No

<b>H O U R S  O F  A V A I L A B I L I T Y</b>	Monday, from _____ to _____ and from _____ to _____
	Tuesday, from _____ to _____ and from _____ to _____
	Wednesday, from _____ to _____ and from _____ to _____
	Thursday, from _____ to _____ and from _____ to _____
	Friday, from _____ to _____ and from _____ to _____
	Saturday, from _____ to _____ and from _____ to _____
	Sunday, from _____ to _____ and from _____ to _____

**The Chandler-Gilbert Community College Financial Aid Office has notified me that I am Federal Work Study eligible:**

**Yes, Student MEID:** \_\_\_\_\_ **No** \_\_\_\_\_

**Please check the following PC software levels of which you are familiar:**

**Microsoft Word:**

- Can enter data in a predetermined format
- Can format and create a document
- Can do advanced work such as creating tables, labels and mail merges

**Access:**

- Can enter data in a predetermined format
- Can set up database and search criteria
- Can do more advanced processes in Access

**Excel:**

- Can enter data in a predetermined format
- Can set up spread sheet and create formulas
- Can do more advanced processes in Excel

**PowerPoint:**

- Can change data in an existing presentation
- Can create a basic presentation
- Can do more advanced processes in PowerPoint

**Other software expertise (list):**

**(OVER)**

Attach resume. For assistance, please see Career Services in SC 159. Phone: (480) 857-5211.

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List previous work history starting with most recent employer first. Do not write, "See Resume".

Company: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_  
May we contact this employer? \_\_\_ Yes \_\_\_ No

**Duties:**

Company: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_  
May we contact this employer? \_\_\_ Yes \_\_\_ No

**Duties:**

Company: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_  
May we contact this employer? \_\_\_ Yes \_\_\_ No

**Duties:**

List any other skills you have that you feel would qualify you for this position:

## APPLICATION ACKNOWLEDGEMENT

I understand that employment into a short-term or temporary position may be terminated without cause at any time. I understand falsification or omission of facts is sufficient cause for dismissal regardless of the date of discovery. My signature below asserts that all information given in this application is true, and acknowledges my understanding and agreement with all material and conditions as stated.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Attach resume. For assistance, please see Career Services in SC 159. Phone: (480) 857-5211.