



Student Employment Application

STEP 1: COMPLETE EMPLOYMENT APPLICATION

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Student ID: _____ Number of Units You are Currently Enrolled In: _____

Department/Position You are Interested in Working: _____

What is your area of study (ex: science, child development, business, math, etc.): _____

Are you authorized to work in the U.S.? YES NO

Have you ever worked for Mendocino College before? YES NO If yes, when? _____

Education

High School: _____ Address: _____

Did you graduate? YES NO

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list two personal or professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____ Date: _____

Financial Aid Verification

STEP 2: PLEASE HAVE THE SECTION BELOW COMPLETED BY THE FINANCIAL AID OFFICE LOCATED IN MACMILLIAN HALL, ROOM 1130.

Student is eligible for the following work-study options:

None FWS CalWORKS EOPS Veteran Work Study

Student is enrolled in # _____ of units for _____ Semester

FA Signature: _____ FA Printed Name: _____ Date: _____

Career Hub Submission

STEP 3: DROP OFF COMPLETED APPLICATION TO THE CAREER HUB LOCATED IN MACMILLIAN HALL, ROOM 1250 WITH A COPY OF YOUR RESUME AND COVER LETTER.