

# Student Application for Employment

Submit completed forms to Career & Transfer Services, located in the Student Center at the Neosho campus, or scan and email your application to [CareerServices@Crowder.edu](mailto:CareerServices@Crowder.edu). Incomplete applications will not be considered.

Name: \_\_\_\_\_ Crowder ID: \_\_\_\_\_

Phone number: \_\_\_\_\_ Exp. grad semester: \_\_\_\_\_

Major: \_\_\_\_\_

Email: \_\_\_\_\_

Have you ever been employed at Crowder College as a student employee?  Yes  No

How many **work-study hours** have you been approved to work each week? \_\_\_\_\_

*\*\*Make sure to verify with the Financial Aid Office. If located at a branch campus, you may email [CrowderFinancialAid@Crowder.edu](mailto:CrowderFinancialAid@Crowder.edu).*

## At what campus location(s) do you have availability to work?

- Cassville  Joplin ATTC  McDonald County  Neosho  
 Nevada  Webb City  No preference

## What is your preferred type of position?

- Cleaning/janitorial  Office  Retail  No preference

## Rate yourself in the following areas, using a rating scale of 1-10 with 10 being very efficient.

- |                           |                           |                             |
|---------------------------|---------------------------|-----------------------------|
| _____ Attention to detail | _____ Computer skills     | _____ Interpersonal skills  |
| _____ Email               | _____ Filing              | _____ Flexibility           |
| _____ Microsoft Access    | _____ Microsoft Excel     | _____ Microsoft Word        |
| _____ Oral communication  | _____ Problem solving     | _____ Punctuality           |
| _____ Research skills     | _____ Telephone etiquette | _____ Written communication |

Please indicate your availability for work by checking the appropriate spaces. If your availability changes during the academic year, you are responsible for updating your application with Career & Transfer Services.

- |                  |                                   |                                     |                                   |
|------------------|-----------------------------------|-------------------------------------|-----------------------------------|
| <b>Sunday</b>    | <input type="checkbox"/> Mornings | <input type="checkbox"/> Afternoons | <input type="checkbox"/> Evenings |
| <b>Monday</b>    | <input type="checkbox"/> Mornings | <input type="checkbox"/> Afternoons | <input type="checkbox"/> Evenings |
| <b>Tuesday</b>   | <input type="checkbox"/> Mornings | <input type="checkbox"/> Afternoons | <input type="checkbox"/> Evenings |
| <b>Wednesday</b> | <input type="checkbox"/> Mornings | <input type="checkbox"/> Afternoons | <input type="checkbox"/> Evenings |
| <b>Thursday</b>  | <input type="checkbox"/> Mornings | <input type="checkbox"/> Afternoons | <input type="checkbox"/> Evenings |
| <b>Friday</b>    | <input type="checkbox"/> Mornings | <input type="checkbox"/> Afternoons | <input type="checkbox"/> Evenings |
| <b>Saturday</b>  | <input type="checkbox"/> Mornings | <input type="checkbox"/> Afternoons | <input type="checkbox"/> Evenings |

- The Office of Career and Transfer Services will hold work-study applications for employment for up to one academic year.
- If your aid eligibility or use of federal student aid changes during the academic year, you may lose your work-study eligibility.
- If your enrollment status changes during the academic year, you may lose your work-study eligibility.

Do you agree to and understand these terms?

Yes

Initials: \_\_\_\_\_

Date: \_\_\_\_\_