



# Application for Student Employment Fall 2021

Student employees may work a maximum of 19 hours per week (based on department need and budget) and are paid minimum wage. The student must maintain a cumulative GPA of 2.0 and must be enrolled in at least 6 credit hours during the Fall semester.

**\*\*\*Student employees must complete an application for each semester they want to work\*\*\***

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## Student Information (please print legibly)

Name: \_\_\_\_\_  
(Last) (First)

Student ID: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

E-mail Address: \_\_\_\_\_

High School Diploma:  Yes  No GED

Classification: | Freshman | | Sophomore

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

Expected date of graduation from Victoria College: \_\_\_\_\_  
(Month) (Year)

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## Employment Information

Position/Department Desired: \_\_\_\_\_

Typing speed (words per minute): \_\_\_\_\_

Other skills: \_\_\_\_\_

Computer Knowledge:  Windows  Word  Excel  Access

Hardware: \_\_\_\_\_

Are you Bilingual?  Yes  No

Do you have experience working in any of the following settings?

Library  Computer Lab  Office  Sports Center

Food Services  Other: \_\_\_\_\_

Date available: \_\_\_\_\_ Available weekends?  Yes  No

Number of hours desired: \_\_\_\_\_ Semester desired: Fall  Spring  Summer

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## Previous Employment Information

Company	Supervisor	Phone Number	Length of Employment

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**Business or Education Reference Information (No family please)**

Name	Address	Phone Number

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**Personal Information:**

(You may use the space below to write something about yourself that would interest a prospective employer or state why you would like to work at Victoria College.)

Grades and enrollment status will be reviewed at the end of each grading period to determine eligibility.

I understand that any misrepresentation on this application will be sufficient cause for immediate dismissal as an employee of Victoria College. Applications are kept on file in the Human Resources office for one year and may be updated at any time during the year.

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Applicant Signature

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Date

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**Statement of Nondiscrimination**

Victoria College does not discriminate on the basis of race, color, religion, national origin, gender, pregnancy, age, disability, genetic information, marital status, amnesty, Veteran’s status or limited English proficiency, or any other legally protected status. It is our policy to comply fully with the nondiscrimination provision of all state and federal rules and regulations.