



Application for Student Employment

PLEASE NOTE:

This application is valid only for the **current** semester. You must complete a Student Employment Application for each semester that you want to work (Spring and Summer are combined). In order to be considered for Student Employment you must meet the following requirements:

Fall and Spring Semesters

Must be enrolled in a minimum of 6 credit hours
Minimum GPA of 2.0

Summer Semesters

Enrolled in a minimum of 3 credit hours
Minimum GPA of 2.0

Employment during the Interim Summer Session requires that you must have been enrolled in the Spring semester. Continued employment during the summer requires that you must be enrolled in the Interim or Summer I session.



Application for Student Employment Spring and Summer 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 Spring semester. Students wanting to work in the Interim, Summer I, or Summer II sessions must have been enrolled in the Spring semester and must be enrolled in at least 3 credit hours during the Summer semester.

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

Student Information (please print legibly)

Name: _____
(Last) (First)

SS#: _____ Student ID: V _____

Date of Birth: _____ 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)

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

Previous Employment Information

Company	Supervisor	Phone Number	Length of Employment

Business or Education Reference Information (No family please)

Name	Address	Phone Number

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.

Applicant Signature

Date

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.