

Employment preference: Department, instructor, tutor, or office _____

Name _____ Student ID Number _____

Address _____ City/State _____ Zip _____

Telephone _____ Campus _____

Employment Experience:

Employer:	Work performed:
Address:	
Telephone:	Skills:
Employer:	Work performed:
Address:	
Telephone:	Skills:

Summarize special job-related skills, qualifications and office equipment knowledge:

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever been employed with us before? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Have you been convicted of a felony? Yes No

If yes, please explain _____

Enrollment status: You must be enrolled at least half-time to be eligible for student employment.
 Full time _____ ¾ time (9-11 hours) _____ ½ time (6-8 hours) _____
 Dual Enrollment students are not eligible for student employment.
 Please list your class schedule.

I understand that I may not start employment until I have received a timesheet with my name on it from Human Resources and have completed the additional employment paperwork. Employment approval is valid for one semester only.

Signature _____ Date _____

Return application to: Human Resources, SJRCC, 5001 St. Johns Avenue, Palatka, FL 32177

386-312-4070