



Mesalands Community College Work-Study Application

Student Name: _____ Date: _____

Student ID: _____ Phone Number: (____) _____

Semester Available to begin Work-Study: _____ Application Year: _____

Days and Times Available to work

DAYS:	TIMES:
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	
SUNDAY	

Type of Work Desired: (i.e. Clerical, Maintenance, etc.) _____

Major: _____

For Office Use Only	Cost of Attendance
Academic Year _____	(COA) _____
Valid ISIR/SAR: <input type="checkbox"/> Yes <input type="checkbox"/> No	Expected Family Contribution EFC _____
Complete FA File : <input type="checkbox"/> Yes <input type="checkbox"/> No	Expected Financial Assistance (EFA) _____
If No, What Is Needed For File? _____	Eligible for Work-Study Y or N _____
_____	Maximum Work-Study Award
Date of WS Application _____	\$ _____ (Dollar Amount)
Date of FAFSA _____	_____ (Hours)
GPA _____ Hours Enrolled _____	
FEDERAL: _____ STATE: _____	DEPARTMENT: _____



MESALANDS COMMUNITY COLLEGE

Work-Study Employment Acknowledgment

The following are conditions of employment as a work-study student at Mesalands Community College.

1. The student will be paid the approved minimum hourly wage, and will be paid bi-weekly, as per the administrative practices of Mesalands Community College
2. Students are allowed to begin work one week prior to the start of classes each semester and work through the last day of the semester. Work related activity outside these time frames, must have prior approval through Financial Aid.
3. The student must maintain a 2.0 GPA and be enrolled at least half-time (6 credit hours).
4. The student must adhere to all attendance and other policies as outlined in the Mesalands Community College student handbook and/or catalog.
5. The student must work the hours assigned, adhering to the work schedule determined by the supervisor and the student at the beginning of the work assignment. Work assignments can be changed by administration as needed. Students are also limited to a maximum of 20 hours per week. Students are not allowed to work during scheduled course times.
6. The student must dress appropriately for the area of assignment. For example: **no** ball caps (except outside work), **no** shorts, **no** inappropriate t-shirts. The supervisor will discuss with the student expectations for appearance.
7. The student must complete fully, and sign all required employment paperwork before beginning work.
8. Confidentiality and professionalism must be maintained at all times regarding student, employee, and Mesalands Community College information.
9. Failure to adhere to the above policies may result in termination of the student's employment with Mesalands Community College.

I here verify that I have read, understand, and agree to adhere to the above conditions of employment as work-study at Mesalands Community College. The annual amount of my award will be disclosed on my financial aid award letter. I also realize that work-study positions are dependent on federal and state funding, therefore, the positions may be subject to a reduction in hours or elimination all together, without advance notice.

Student's Signature _____ Date _____



911 South Tenth Street, Tucumcari, NM 88401
(575) 461-4413; FAX: (575) 461-1901
www.mesalands.edu

Application for Employment

Mesalands Community College is committed to the policy of equal opportunity in employment and education regardless of race, color, religion, national origin, sex, age, physical or mental disability, serious medical condition or veteran status. The College will endeavor to maintain the confidentiality of the information contained in this application to the extent permitted by law.

Personal Data

Position for which you are applying _____ Date Available for Employment _____

Name/Address _____
Last First Middle

Address City State Zip

List any former name(s) which may appear on educational and prior employment records: _____

Permanent Address (if different) _____

Phone _____
Home Work Message

E-mail address: _____

Are you under the age of 18? Yes _____ No _____

Have you previously worked for Mesalands Community College? Yes _____ No _____; If yes, when? _____

Please list the following information for any of your relatives currently employed at Mesalands Community College or serving on the Board of Trustees:

Name Relationship Name Relationship

Work Experience

Beginning with the most recent, list complete information for all employment for the past ten years. Please use additional copies of page 2 to complete your 10-year employment history. Resumes may NOT be submitted in place of employment history, but may be required as part of the application package (attach additional sheets if necessary). Final candidates will have their current and former employers contacted.

Name of present or last employer _____ Address _____

City/State/Zip _____ Job title and nature of work done _____

Phone number: _____ Dates of employment: From _____ To _____

Rate of pay: \$ _____ Number of hours per week _____ Name of supervisor _____

List reason for leaving employment: _____

Name of previous employer _____ Address _____

City/State/Zip _____ Job title and nature of work done _____

Phone number: _____ Dates of employment: From _____ To _____

Rate of pay: \$ _____ Number of hours per week _____ Name of supervisor _____

List reason for leaving employment: _____

Name of previous employer _____ Address _____

City/State/Zip _____ Job title and nature of work done _____

Phone number: _____ Dates of employment: From _____ To _____

Rate of pay: \$ _____ Number of hours per week _____ Name of supervisor _____

List reason for leaving employment: _____

Name of previous employer _____ Address _____

City/State/Zip _____ Job title and nature of work done _____

Phone number: _____ Dates of employment: From _____ To _____

Rate of pay: \$ _____ Number of hours per week _____ Name of supervisor _____

List reason for leaving employment: _____

Name of previous employer _____ Address _____

City/State/Zip _____ Job title and nature of work done _____

Phone number: _____ Dates of employment: From _____ To _____

Rate of pay: \$ _____ Number of hours per week _____ Name of supervisor _____

List reason for leaving employment: _____

Name of previous employer _____ Address _____

City/State/Zip _____ Job title and nature of work done _____

Phone number: _____ Dates of employment: From _____ To _____

Rate of pay: \$ _____ Number of hours per week _____ Name of supervisor _____

List reason for leaving employment: _____

Explain all gaps in employment during the last 10 years, including unemployment, military service, education, etc.: _____

Education

Please indicate the highest level of education completed:

- | | | |
|--|---|--|
| <input type="checkbox"/> High school diploma | <input type="checkbox"/> Associate degree | <input type="checkbox"/> Master's degree |
| <input type="checkbox"/> GED certificate | <input type="checkbox"/> Bachelor degree | <input type="checkbox"/> Doctorate |

Please list for each post-secondary degree earned: degree, field of study, institution, and year the degree was awarded:

Degree	Field of Study	Institution	Year

Professional Certifications

Please list any professional certifications you have, the document number, and the date of expiration:

Certification	Document Number	Date of Expiration

Special Skills

Please check the boxes below for the skills in which you feel you have reached proficiency:

- | | | | |
|---|--|--------------------------------------|---|
| <input type="checkbox"/> Typing: wpm _____ | <input type="checkbox"/> Desktop Publishing | <input type="checkbox"/> Electricity | <input type="checkbox"/> Carpentry |
| <input type="checkbox"/> Windows Operating System | <input type="checkbox"/> Computer Graphics | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Custodial |
| <input type="checkbox"/> Word Processing | <input type="checkbox"/> Presentation Software | <input type="checkbox"/> Painting | <input type="checkbox"/> Groundskeeping |
| <input type="checkbox"/> Computer Data Entry | <input type="checkbox"/> Shorthand | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Bronze Foundry |
| <input type="checkbox"/> Spreadsheets | <input type="checkbox"/> Dictaphone | <input type="checkbox"/> Welding | <input type="checkbox"/> Other |
| <input type="checkbox"/> Database | <input type="checkbox"/> Cash Register | | |
| | <input type="checkbox"/> Calculator | | |
| | <input type="checkbox"/> Library | | |

Additional Information

Please give any additional information that more fully describes your interests and qualifications. If job description indicates a valid driver license is required, please list pertinent information (Use additional sheets of paper if necessary.)

How did you learn of this job position? _____

Professional References

Please list three professional references that know your qualifications and work experience for the position for which you are applying:

Name _____ Address _____

City/State/Zip _____ Phone _____

How does this reference know your qualifications and experience? _____

Name _____ Address _____

City/State/Zip _____ Phone _____

How does this reference know your qualifications and experience? _____

Name _____ Address _____

City/State/Zip _____ Phone _____

How does this reference know your qualifications and experience? _____

IMPORTANT: In most cases other application materials are required for a complete application. Please refer to the appropriate job announcement or advertisement for complete application requirements. All transcripts and records from high schools, colleges, and/or universities received by Mesalands Community College will become the property of the institution. No transcripts will be released. Applicants who desire copies of their transcripts should write directly to the institutions attended.

Applicant's Certification

I certify that the information contained in this application is correct and complete to the best of my knowledge and belief. I understand that knowingly making a false statement or omission in this application may be sufficient cause for rejection of the application or dismissal after employment. By signing this application, I authorize Mesalands Community College to conduct a background investigation, including reference and employment checks, verification of education, and a criminal check.

Signature

Date

Social Security Number