



Tyler Junior College
P.O. Box 9020
Tyler, TX 75771

**STUDENT ASSISTANT AND
COLLEGE WORK STUDY
EMPLOYMENT APPLICATION**

An applicant for student assistant and college work study employment must be a currently-enrolled student of the College and maintain a 1/2 load student status (6 hours fall and spring semester; 3 hours per summer session) and must not hold an associate or higher degree. College Work Study applicants must sign-up in Financial Aid in order to be considered for College Work Study employment.

Please complete this entire application in ink. Today's date _____

Please indicate the type of employment for which you wish to apply:

Student Assistant _____ College Work Study _____
(Financial aid recipients)

Indicate the semester and year for which you wish to apply:

_____ Fall _____ Spring _____ Summer I _____ Summer II

PERSONAL INFORMATION

Name _____ Social Security # _____

Present address _____ Area Code & Phone Number _____

Permanent address (if different from present address) _____ Area Code & Phone Number _____

Residence Hall _____ Room Number _____ Phone Number _____

This section is optional. Ethnic and Gender data requested for state and Federal statistical reporting purposes.

Ethnic status: _____ Black _____ Hispanic _____ White _____ Other _____ Gender: _____ Male _____ Female

EMPLOYMENT HISTORY (List your most recent employment first.)

Employer: _____ Supervisor _____

Address: _____ Begin Date _____ End Date _____

Position Held: _____ Description of Duties: _____

Employer: _____ Supervisor _____

Address: _____ Begin Date _____ End Date _____

Position Held: _____ Description of Duties: _____

Please list your major to help faculty and staff in consideration of your application.

MAJOR: _____

(over)

SKILLS

If you have a particular skill which is not listed or you have a special talent that could be pertinent, please list in the appropriate area below.

- ___ Typing ___ wpm
- ___ Computer (type) _____
- ___ Software (type) _____
- ___ Networking experience
- ___ Ten-key Calculator
- ___ Switchboard experience
(Type of system) _____
- ___ Machines/Equipment List: _____

- ___ Special training/certification: (i.e., lifeguard, CPR, first aid)

- ___ Other _____

POSITION INFORMATION

Please indicate areas of interest for employment:

- ___ Secretarial/clerical work
- ___ Data entry
- ___ Lab assistant Subject area: _____
- ___ Grader Subject area: _____
- ___ Campus Safety Office ___ office staff ___ Cadet
- ___ Financial Services Office
 ___ accounting experience ___ cashier experience
- ___ Regional Training Development Complex (RTDC) (off campus)
- ___ Small Business Development Center (SBDC) (off campus)
- ___ Ornelas HPE Center Aide
- ___ Media Services (distribution of media equipment)
- ___ Library ___ Dewey decimal system experience
- ___ Other _____

Please list your schedule and time of classes below or attach a copy of your schedule.

AUTHORIZATION: I hereby state through the signature below that all information contained in this application for employment is true and correct to the best of my knowledge.

Signature

Date