



A candidate for student assistant and college work study employment must be age 18 or older, have a high school diploma or GED, 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). College Work Study applicants must sign-up in Financial Aid in order to be considered for College Work Study employment. Student employees must not hold an associate or higher degree. Please complete this entire application in ink.

Indicate the semester for which you wish to apply: Fall Spring Summer I Summer II

Name _____ A# _____

Email _____ Phone Number _____

Mailing address _____ City, State _____

Please list your major to help faculty & staff in consideration of your application. Major _____

Employment History	
Have you ever worked for TJC before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TJC Department _____	Supervisor _____
Job Duties _____	
Most recent Off Campus Employer _____	Supervisor _____
Phone _____	Position Held _____
Job Duties _____	

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 Computer Printer Copier Fax Scanner Special training/certification (i.e., lifeguard, CPR, first aid) _____ Other _____

Areas of Interest			
<input type="checkbox"/> Office/clerical work	<input type="checkbox"/> Library	<input type="checkbox"/> Dental Hygiene	<input type="checkbox"/> Open Computer Lab
Campus Police Office		<input type="checkbox"/> Tutoring Services	
<input type="checkbox"/> office staff	<input type="checkbox"/> cadet	<input type="checkbox"/> Lab assistant (subject area _____)	
Ornelas HPE Center		<input type="checkbox"/> Grader (subject area _____)	
<input type="checkbox"/> office staff	<input type="checkbox"/> lifeguard	<input type="checkbox"/> Other _____	

Please list the times you are available to work 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 _____

Please return completed application to:
Human Resources
White Administrative Services Center
PO Box 9020
Tyler, TX 75711-9020
Phone 903.510.2419