



Student Employment Application

Conditions of Employment: It is understood that student employees must enroll for a minimum number of credits (see Student Financial Resources & Scholarships) each term and make satisfactory progress through a course of study to be eligible for student employment.

PERSONAL INFORMATION

Name Last _____ First _____ Middle _____

Address Street _____

City _____ State _____ ZIP _____

Home Telephone (include area code) _____ Cell Phone (include area code) _____

Email Address _____

U.S. Citizen or Permanent Resident? Yes No

Student I.D. Number _____ Program of Study _____

Emergency Contact _____ Relationship _____ Telephone _____

SKILLS (Indicate only those you have actually used. Be complete and as specific as possible.)

CLERICAL

Typing (_____ wpm) Personal Computer Word Processing Telephone
Other (office skills, equipment, software, qualifications, etc.)

FOOD SERVICE

Cook Salad, Sandwich Prep Line Server Waiter/Waitress Bus Person
Banquet Set-up or Server Other

MECHANICAL

Carpentry Plumbing Electrical Electronic Auto Repair Painting
Other

OTHER (relevant work or volunteer experience)

Are you currently employed on campus? Yes No If Yes, where? _____

Work Availability - Check those that apply, list available hours)

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Do you have work study eligibility through Student Financial Resources & Scholarships?

Yes No Don't know yet

The information given in this application is correct to the best of my knowledge and permission is hereby given for any investigation that may be necessary. In applying for this position I understand that student employment at Oakland Community College is "at will" employment. This "at will" employment condition cannot be altered.

Oakland Community College, pursuant to the requirements of applicable law and these policies, does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex (including sexual harassment), age, height, weight, marital status, sexual orientation, gender identity and expression, veteran status, or disability in its employment practices and/or educational programs or activities. *Those concerned about the above should contact the Human Resources Department, 2900 Featherstone Rd Auburn Hills, MI 48326. Phone 248.341.2022.*

Clery Act Notice

A copy of OCC's Annual Security Report includes the previous three years and contains crime data that occurred on-campus, off-campus, buildings or property owned or controlled by OCC; and on public property within, or immediately adjacent to and accessible from, the campus. It also includes institutional policies concerning campus security. You can obtain a copy of this report by contacting the Director of Public Safety or by using this link: oaklandcc.edu/publicsafety/docs/clerysecurityreportweb.pdf.

Signature of Applicant _____ Date _____

Please send this completed form to **HREmploymentForms@oaklandcc.edu**