Kirtland Community College

KCC Student Employment Application

Completing this application does not constitute a guarantee of a job. Employment under Student Employment is what is known as "employment-at-will." This means that you may be legally dismissed at any time for any reason, except illegal discrimination or retaliation.

Name: _____ Date: _____

_____ _____
Street Address Student ID Number

_____ (_____) _____
City State Zip Main Telephone #

What is your program of study or career interest? _____

When do you anticipate graduating/transferring from KCC? _____

Have you worked for KCC before? ☐ Yes ☐ No If yes, what department(s)? _____

CURRENT/RECENT EMPLOYMENT HISTORY

NAME	TELEPHONE

REFERENCES

NAME	TELEPHONE

Have you ever been convicted of a crime? (Excluding misdemeanors and traffic violations)?
☐ Yes ☐ No (If yes, provide date and nature of offense) _____

When are you seeking employment? ☐ Fall ☐ Winter ☐ Summer

SKILLS & KNOWLEDGE

☐ Accounting
☐ Analytical/Critical Thinking
☐ Art
☐ Athletics _____
☐ Biology (laboratory)
☐ Chemistry
☐ Communications Skills
☐ Custodial/Cleaning
☐ Customer Service
☐ Data Entry
☐ English/Writing
☐ Filing
☐ Graphic Design
☐ Grounds Equipment
☐ Library
☐ Maintenance
☐ Mowers
☐ MS Excel
☐ MS Publisher
☐ MS Word
☐ Photography
☐ Receptionist
☐ Telephone Etiquette
☐ Theatre
☐ Typing _____ WPM
☐ Other _____
_____
_____
_____
_____

_____ _____
Signature Date

I hereby certify that the information on this application is true and complete to the best of my knowledge.

It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, disability, physical proportions, sexual orientation, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, or to register a grievance, contact the Director of Human Resources, Room 226 ADM Building, 10775 N St Helen Rd, Roscommon, MI 48653, 989-275-5000 x 271 or 239.