



# Application for Student Employment

## Personal Data

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Program you are studying at MSU-COT: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Date Available: \_\_\_\_\_

Eligible for work study:  Yes  No Amount of award: \_\_\_\_\_

(Work study is a needs-based Financial Aid program. Eligibility is determined through information gathered on the FAFSA and institutional verification forms. MSU-Great Falls COT has limited work study funds.)

## Skills & Abilities

Describe your Computer Skills, including any computers classes you have taken and passed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List equipment you know how to operate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any college courses you have completed that will be helpful in this position: \_\_\_\_\_

\_\_\_\_\_

List other skills that will be helpful in this position: \_\_\_\_\_

\_\_\_\_\_

## Experience

List your last three employers or volunteer positions, with the most recent listed first.

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**References**

List references we may contact (no relatives please):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

I certify that all the information contained in this application is true and correct to the best of my knowledge. I authorize former employers or references listed to release information to MSU-Great Falls COT or employers under the MSU-Great Falls COT work study program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Availability

Review the schedule below and mark in any block of time when you are available to work. Please note that each employer has different hours of operation.

Term/Year: \_\_\_\_\_

	MON	TUES	WED	THUR	FRI	SAT	SUN
8:00 am – 9:00 am							
9:00 am – 10:00 am							
10:00 am – 11:00 am							
11:00 am – Noon							
Noon – 1:00 pm							
1:00 pm – 2:00 pm							
2:00 pm – 3:00 pm							
3:00 pm – 4:00 pm							
4:00 pm – 5:00 pm							
5:00 pm – 6:00 pm							
6:00 pm – 7:00 pm							
7:00 pm – 8:00 pm							
8:00 pm – 9:00 pm							
9:00 pm – 10:00 pm							