



REND LAKE COLLEGE

468 North Ken Gray Parkway Ina, IL 62846

APPLICATION FOR STUDENT EMPLOYMENT

Social Security Number ____ / ____ / ____ Date of Application _____

Last Name _____ First _____ M.I. _____

Address _____ City _____ State _____ Zip _____

Phone (____) _____ E-mail Address _____

Is there a department on campus where you would prefer to work? _____

Are you a U.S. Citizen or do you have a legal right to work in the U.S? Yes _____ No _____

Are you 18 years of age or older? Yes _____ No _____

Have you been convicted of a felony within the last ten years? Yes _____ No _____ If yes, provide details. _____

FORMAL EDUCATION

| | Educational Institution and Address | Dates Attended | Disciplines Studied | Diploma or Degree |
|--------------------------|-------------------------------------|----------------|---------------------|-------------------|
| High School | | | | |
| College (other than RLC) | | | | |

REND LAKE COLLEGE INFORMATION

Major _____ Semester Hours Completed _____

Academic Honors/Awards _____ Cumulative GPA _____

Dates of Attendance: From _____ To: _____

Skills or abilities (include typing, computers, etc.) _____

REFERENCES (include at least two people who have direct knowledge of your work, e.g., manager, supervisor, instructor, etc.)

| Name | Position | Place of Employment | Telephone |
|------|----------|---------------------|-----------|
| | | | () |
| | | | () |

MILITARY SERVICE

Are you a veteran of the United States armed services? Yes _____ No _____

If yes, dates of service: From _____ To _____

Type of discharge? _____

WORK EXPERIENCE (Most recent work experience first. Use additional sheet if needed.)

Employer _____
 Complete Address _____
 Phone Number (_____) _____ May we contact? Yes _____ No _____
 Dates of Employment: From _____ To _____
 Position _____ Salary _____ Per _____
 Job Duties _____

 Reason for Leaving _____

Employer _____
 Complete Address _____
 Phone Number (_____) _____ May we contact? Yes _____ No _____
 Dates of Employment: From _____ To _____
 Position _____ Salary _____ Per _____
 Job Duties _____

 Reason for Leaving _____

If you know your class schedule for the semester in which you are seeking employment, please outline that schedule below:

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
| | | | | |

As there are a limited number of student work positions available, would you also like this information shared with the RLC Co-op and Job Placement Department for possible off campus job opportunities? Yes _____ No _____

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal employment history, references, and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

 Applicant's Signature

 Date