Mineral Area College  
PO Box 1000, Park Hills, MO 63601  
WORK STUDY APPLICATION FOR EMPLOYMENT

Name: ___________________________ (Last)    (First)    (Initial) ___________________________

Current Address: ___________________________ ___________________________

City: ___________________________ State: _________ Zip Code: ____________

Home #: _______________ Cell #: _______________ Student ID#: _______________

E-mail: ___________________________ Date Available: _______________

EDUCATIONAL DATA

High School: ___________________________ Graduation Year: __________

College Major: ___________________________

Expected MAC graduation date: _______________

List extracurricular activities:

________________________________________

________________________________________

________________________________________

SKILLS & ABILITIES: Special skills and abilities that should be considered when reviewing
the application:

________________________________________

________________________________________

________________________________________

For Office Use Only

Academic Year: 2017 -- 2018  
(July 1 – June 30)  
Award Amount: $_________  Avg Wkly Hrs. __________

Verified by: ___________________________ Date: _________ Suspension effective: _________  
Fel

Note:

Revised 6/28/2017
**EMPLOYMENT RECORD:** List most current employer first.

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**REFERENCES:** List three persons not related to you whom you have known at least one year.

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**PHYSICAL RECORD:** Do you have any physical condition which may limit your ability to do the job for which you are applying: Yes or No

In case of Emergency Notify: Name: __________________________ Number: ______________

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary be terminated without any previous notice.

**DATE:** ______________  **SIGNATURE:** ______________

Mineral Area College is a publicly supported, comprehensive community college established to serve residents of the Mineral Area Community College District. The college endorses and implements a policy of equal opportunity in employment and admission to its programs and services for all persons regardless of race, color, religion, national origin, ancestry, sex/gender, marital status, age, disability or status as a disabled veteran, veteran of the Vietnam Era, or sexual orientation. For more information, call the Title VI, Title IX, Sec. 504 and ADA Coordinator at (573) 518-2262 or U.S. Dept. of Education, Office of Civil Rights.
Mineral Area College Work Study Program

I. PRINT NAME: ___________________________ STUDENT ID#: __________

II. INDICATE YOUR AREA(S) OF INTEREST:

- Audio-Visual
- Maintenance
- Bookstore
- Science Lab
- Library
- Clerical/Data Entry/Records
- Computer Lab
- Accounting/Bookkeeping
- Theatre/Fine Arts
- Wellness Center
- Print Shop/Mail Room
- Outreach Center, list location: ____________________________
- Other, please list

III. PERSONAL INFORMATION:

Have you ever been employed by the Work Study program? If so, when? ________________

Which department(s) did you work and who was your supervisor(s)? ________________

____________________________________________________________________________

Have you ever been convicted of a crime other than a minor traffic violation? Yes or No
If yes, explain:

____________________________________________________________________________

*(Disclosure of a criminal record will not necessarily disqualify you from employment
consideration. Each offense will be evaluated on its own with respect to time, circumstance and
seriousness in relationship to the job for which you are applying.)*

I understand that if I apply for a student loan and work study, that the loan may reduce or
eliminate my eligibility for the work study program.

If you wish to reduce your loan in order to take a work study position, you will need to send an
email to the financial aid office at finaid@mineralarea.edu.

Student Signature ___________________________ Date __________

Revised 6/28/2017
PLASE READ AND SIGN THE STUDENT GUIDELINES ON THE BACK PAGE.

Mineral Area College Work Study Program

GUIDELINES FOR STUDENTS

1. Short skirts or shorts, revealing fabrics or styles, questionable language or graphics are not permitted.

2. Student ID’s should be visible and worn during work hours only.

3. Identify your work schedule clearly. Notify your supervisor in advance should you need to be absent. Always be to work on time.

4. When classes are cancelled due to inclement weather, you are not required to work.

5. Except for special circumstances identified by your supervisor, eating and drinking is not allowed while you are on duty.

6. No homework is to be done while you are on duty.

7. No personal calls are to be made or received, unless there is an emergency.

8. Other students are not to “visit” or hang around while you are on duty.

9. Everything you see, hear and do, while on duty is to be considered confidential. It is not to be discussed with anyone.

10. Always be polite and friendly regardless of the situation. You may explain that you are a student worker, and then get your supervisor to handle the situation.

11. Should a problem with your employment occur, speak first with your immediate supervisor. If an agreement is not reached, contact Beth Mell, program coordinator in AS 117, the Career Planning Office or call 573-518-2193.

Student Signature         Date

Revised 6/28/2017