



East Georgia College
131 College Circle
Swainsboro, GA 30401

<http://www.ega.edu/HR/StudentEmployment/>
Phone: (478) 289-2121 (478) 289-2035
Fax: (478) 289-2160

APPLICATION FOR STUDENT EMPLOYMENT

- Work Study Student
 Student Assistant

Campus Attending

- EGC Swainsboro
 EGC Statesboro

(Check one semester only) Fall Semester Spring Semester Summer Semester

PLEASE READ

To be eligible for employment, student must maintain half-time enrollment status (6 credit hours or more). Whenever a student employee drops below full-time status, the student must promptly notify his or her supervisor. Failure to do so could result in the student becoming permanently ineligible for future employment. Student employees **MAY NOT work more than 19 hours per week.** Completed and signed applications should be returned to the Human Resources Office.

PERSONAL INFORMATION

Last Name						First Name			M.I.			Student ID Number		
Major(s) & Expected Graduation Date						EGC Email Address _____@ega.edu						What is your current GPA?		
Mailing Address						Physical Address								
Street/PO Box						Street								
City		State		Zip		City		State		Zip				
Home Phone () -			Cell Phone () -			Other Phone () -								
Are you legally entitled to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO				Are you at least 18 years of age of older? <input type="checkbox"/> YES <input type="checkbox"/> NO				If not, can you furnish a work permit? <input type="checkbox"/> YES <input type="checkbox"/> NO						
Have you applied for a Work-Study Grant? <input type="checkbox"/> YES <input type="checkbox"/> NO														
Are you employed elsewhere on campus? <input type="checkbox"/> YES <input type="checkbox"/> NO						If yes, what department? Hours per week?								
Which position(s) are you applying for?						How many hours per week are you available to work for?								
Please indicate the hours you are available to work each day														
Monday		Tuesday		Wednesday		Thursday		Friday						

SPECIAL JOB SKILLS

Skill	Please Describe
<input type="checkbox"/> Typing	
<input type="checkbox"/> Computing	
<input type="checkbox"/> Languages	
<input type="checkbox"/> Other	

WORK RELATED EXPERIENCE / STUDENT / VOLUNTEER WORK

Employer Name, Address, Telephone Number	Job Title and Responsibilities	Dates Employed To and From

Supervisors Name and Title:

Employer Name, Address, and Telephone Number	Job Title and Responsibilities	Dates Employed To and From

Supervisors Name and Title:

Employer Name, Address, Telephone Number	Job Title and Responsibilities	Dates Employed To and From

Supervisors Name and Title:

PROFESSIONAL REFERENCES

Reference # 1 Name, Phone Number, Email Address	Reference #2 Name, Phone Number, Email Address	Reference # 3 Name, Phone Number, Email Address

If employed, I agree to regularly work my designated schedule. I agree to immediately notify my supervisor and the Student Employment Office of any changes in eligibility or work study allocation. I authorize East Georgia College to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a background investigation upon conditional offer of student employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to comply with college and departmental regulations. I understand that Student Employment is on a semester to semester temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. I certify that the information provided is true and that I understand the conditions of student employment.

Applicant's Signature

Date