# 

Career Services Office A-117

[careers@hfcc.edu](mailto:careers@hfcc.edu)

(313) 845-9618

# Student Employment Application

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | StudentID#: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United States? | YES | NO |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you receiving work-study funding? | YES | NO | Program of Study |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Are you enrolled in at least 6 credit hours? | YES | NO | GPA |
|  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Day | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| Availability |  |  |  |  |  |  |

## List your skills and abilities: (DO NOT LEAVE BLANK)

## References

Please list two professional references.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand that HFC may conduct criminal background checks.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

*You are NOT done yet, keep scrolling down.*

## Current Class Schedule

In the space below copy and paste your **Class Schedule** for the semester you are applying to work on campus. If you are not able to copy and paste it below, you can also upload it as a separate document and call it Class Schedule.  
*NOTE: You must be registered for at least 6 credits (100 level or above) in order to work on campus*

## Current Financial Aid Award Letter

In the space below copy and paste your current Financial Award Letter for the semester you want to work for, indicating that you were awarded Work Study Funding. If you were NOT awarded Funding, you can skip this step. If you are not able to copy and paste it below, you can also upload it as a separate document and call it Award Letter.

Final Steps to submit your application

1. SAVE this Word Document somewhere on your computer or your HFC H Drive.
2. UPLOAD this saved Word Document to HFC Job Leads website in the **Documents** tab.
3. If you had to save your Class Schedule or Award Letter separately, you must upload those to the **Documents** tab too.
4. Go back to HFC Job Leads and look at the On Campus Works Study positions. When you pull up the job description, click APPLY for each position that interests you.

You application will be forwarded to the department that posted the position. They will decide who they want to bring in for an interview. The more information you provide on your application (especially your skills and abilities) the more likely they may see a fit with your background.