



MADISON COLLEGE

Student Employment Application

INSTRUCTIONS - This application is to be submitted by the student seeking a [Federal Work Study](#) or **Student Help** position. Students must be registered for at least 6 eligible degree credits. For a listing of current jobs, visit the [Wisconsin TechConnect](#) website, select Madison Area Technical College and choose **Workstudy/Student Help** under Miscellaneous Jobs. No login is required. Upon hiring, all Work Study and Student Help employees will be required to successfully complete Family Educational Rights and Privacy Act (FERPA) training. If the position is solely based on Work Study allocations, funding for the position may cease with little or no advance notice. Check with the department to determine the anticipated length of employment when applying.

POSITION INFORMATION:

Position Applying for _____ Hiring Division _____

Federal Work Study Eligibility: ☐ Eligible ☐ Unsure

Are you interested in obtaining a Work Study position OFF CAMPUS (jobs located at nearby work sites)? ☐ Yes ☐ No

AVAILABILITY DURING ACADEMIC YEAR - Maximum of 19 hours per week. You may also attach your class schedule.

Monday	Tuesday	Wednesday	Thursday	Friday

STUDENT INFORMATION:

Name: Last		First		Middle Initial	Student ID
Current Address				City	
State	Zip Code	Email Address			
Telephone: Home		Cell	Business		

EDUCATION - Previous school/college attended (prior to Madison College):

School/College Name	Location
Diplomas, Certificates, Degrees	

REFERENCES - Do not include family or friends, unless you worked at a family-owned/operated business.

Name	Relationship	Telephone	Address	Email

Are you under the age of 18? ☐ Yes ☐ No If yes, a work permit is required.

Do you possess a valid Wisconsin Driver's License? ☐ Yes ☐ No

If the position that you are applying for requires a license, please provide the number: _____

Have you ever been convicted of a crime other than a minor traffic offense? ☐ Yes ☐ No

If yes, please explain below. Include the location, date and nature of the offense (a conviction will not automatically disqualify you from employment; all cases are considered on their merits).

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EMPLOYMENT HISTORY - Start at the top with your present or most recent job:

Employer	Location: City		State
Title	Type of Business		
Supervisor: Name	Telephone		
Responsibilities	FULL-TIME: Hours per week		Number of years
	PART-TIME: Hours per week		Number of years
	From (mm/yyyy)	To (mm/yyyy)	
	Reason for Leaving		

Employer	Location: City		State
Title	Type of Business		
Supervisor: Name	Telephone		
Responsibilities	FULL-TIME: Hours per week		Number of years
	PART-TIME: Hours per week		Number of years
	From (mm/yyyy)	To (mm/yyyy)	
	Reason for Leaving		

SKILLS & ABILITIES

Indicate which Microsoft Office applications you use: <input type="checkbox"/> Access <input type="checkbox"/> Entourage <input type="checkbox"/> Excel <input type="checkbox"/> Front Page <input type="checkbox"/> Outlook <input type="checkbox"/> Publisher <input type="checkbox"/> Picture Manager <input type="checkbox"/> PowerPoint <input type="checkbox"/> Word	Indicate which operating system(s) you use: <input type="checkbox"/> Mac <input type="checkbox"/> PC
Languages: Spoken _____ Written _____	Indicate which web browser(s) you use: <input type="checkbox"/> Mozilla FireFox <input type="checkbox"/> Internet Explorer <input type="checkbox"/> Apple Safari <input type="checkbox"/> Google Chrome <input type="checkbox"/> AOL Netscape Navigator <input type="checkbox"/> Other(s) _____

Describe any other specialized training or extra-curricular activities (e.g., organizations, community service, etc.):

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I hereby authorize and request any present or former employer, educational institution, law enforcement agency, or other persons, having personal knowledge about me to furnish Madison Area Technical College, and/or its agents, with any and all information in their possession regarding me, in connection with an application for employment that I have filed with Madison Area Technical College. I hereby release Madison Area Technical College from liability and hold harmless all persons and corporations supplying this information to Madison Area Technical College and/or its agents. I acknowledge that all information, including information on my employment application or resume, is subject to verification. Any misrepresentation or falsification of information or significant omissions will be cause for rejection of my application or for subsequent discipline up to and including my dismissal from employment if discovered at a later date. Additionally, I have complied with all requirements of applying for a Student Employee position at Madison Area Technical College, which includes submitting a [Free Application for Federal Student Aid](#). I understand that failure to adhere to these requirements, which will be verified by the College within 30 days of hire, could cause suspensions and/or termination of my offered position. I further understand that as a result of being hired as a student employee at Madison Area Technical College, I will comply with all rules and regulations of the College as it pertains to safety, privacy and legal issues. A photocopy or facsimile copy of this signed authorization is as effective as the original.

Student Signature _____ **Date** _____

Return this completed application as directed in the job posting on TechConnect. If desired, you may attach a copy of your resume.

Questions? For assistance with [Wisconsin TechConnect](#), visit the [Career and Employment Services](#) web page or contact the Career and Employment Center in person at Room 147, Truax Campus, Madison College, 1701 Wright Street, Madison, WI 53704; by telephone at (608) 246-6401; or by email to placement@madisoncollege.edu. For assistance with work study or financial aid, visit the [Federal Work Study](#) web page or contact the Enrollment Center in-person in Room A1000, Truax Campus, Madison College, 1701 Wright Street, Madison, WI 53704; by telephone at (608) 246-6170; or by email to financialaid@madisoncollege.edu.

Hiring Division Use Only - Please complete the following and return to Financial Aid, Truax Campus.

Date of Hire ____/____/____ Hourly Rate _____ Division _____ Supervisor _____