

# JOHN A. LOGAN COLLEGE

## CAREER SERVICES

C215

(618) 457-7676 or (618) 985-2828 ext. 8424 or in (618) area code 800-851-4720

### STUDENT EMPLOYMENT REQUEST FORM

In order to be considered for student employment at John A. Logan College, each applicant must have completed an Application for Federal & State Student Aid (FAFSA) and must have submitted the resulting Student Aid Report to the College Financial Aid Office. **To qualify for student employment, students must be enrolled in 6 credit hours for the fall and spring semesters, and 3 for summer. Students will not be considered for student employment if their FAFSA is not complete and/or they are not enrolled in the required number of hours.** Student workers are allowed to work no more than **16** hours per week except during break and the summer, at which time they may work up to a maximum of **20** hours per week. **The only exception to these new hours will be for areas which are specifically related to safety and security, (lifeguards and computer lab student workers).** Student workers are paid minimum wage. As an employee of John A. Logan College, student workers must comply with all employment requirements.

**Attention:** Student Employment Request Forms should now be submitted electronically.

**You must save this form to your DESKTOP, fill it out completely, save it again, then attach it in an email to [careerservices@jalc.edu](mailto:careerservices@jalc.edu)**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
County \_\_\_\_\_ Area Code & Phone Number \_\_\_\_\_  
Student ID \_\_\_\_\_ Email Address \_\_\_\_\_

Academic period for which you desire employment:

Fall 20 Spring 20 Summer 20

College Major \_\_\_\_\_ Number of hours registered \_\_\_\_\_

High School from which you graduated \_\_\_\_\_

Class Standing for this period: Entering Freshman  Freshman  Sophomore

Comments:

Continuing Student:

Number of college hours completed:  GPA Last Semester  Cumulative GPA

Comments:

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

Immigration Status \_\_\_\_\_

If you are not a U.S. citizen, can you provide an authorized work permit?  Yes  No

Are you a veteran of the U.S. armed forces?  Yes  No

Branch of Service \_\_\_\_\_ Entrance Date \_\_\_\_\_

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

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

If yes, explain.

John A. Logan College is committed to equal access and equal opportunity for all students. Admission, financial aid, student employment, curriculum requirements, extracurricular participation, counseling, placement service, athletic programs, or any other service or program of the College, shall be provided without regard to sex, race, color, religion, age, national origin, or disability when such College activity is consistent with the applicable laws and regulations. Admission and retention of, as well as services, programs and activities for, students with identified disabilities will be in accordance with applicable laws and regulations.



**PERSONAL REFERENCES**

You must list three people who are not related to you and who may be contacted as character references. Married students may use spouse's parents as one reference. **Include name, address, city, state, zip, and day-time telephone number.**

- 1.  

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- 2.  

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- 3.  

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Please check the skills in which you have had experience or that you are qualified to perform.

- |  |  |   |                                    |
|--|--|---|------------------------------------|
| <input type="checkbox"/> Audio-Visual  | <input type="checkbox"/> Graphics        | <input type="checkbox"/> Office Machines  | Lab Assistant:                     |
| <input type="checkbox"/> Automotive    | <input type="checkbox"/> Grounds Keeping | <input type="checkbox"/> Photography      | <input type="checkbox"/> Biology   |
| <input type="checkbox"/> Child Care    | <input type="checkbox"/> Janitorial      | <input type="checkbox"/> Reception        | <input type="checkbox"/> CADD      |
| <input type="checkbox"/> Clerical      | <input type="checkbox"/> Learning Lab    | <input type="checkbox"/> Tutor            | <input type="checkbox"/> Chemistry |
| <input type="checkbox"/> CPR Certified | <input type="checkbox"/> Library         | <input type="checkbox"/> Typing Speed/wpm | <input type="checkbox"/> Computer  |
| <input type="checkbox"/> Filing        | <input type="checkbox"/> Lifeguard       | <input type="checkbox"/> Web Page         | <input type="checkbox"/> Physics   |
|  | <input type="checkbox"/> Maintenance     |   |                                    |

List Computer Programs of which you are familiar:

|                                      |
|--------------------------------------|
| <b><u>APPLICANT WORK HISTORY</u></b> |
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Complete the following work history information in detail. Start with your most recent employment. "Employment" is used to mean working for another person, working in a business establishment, working in a family business, or working for yourself.

(When listing history, please include the phone numbers)

|   |                      |                    |
|---|----------------------|--------------------|
| COMPANY NAME  | CITY/STATE           | TYPE OF BUSINESS   |
| POSITION  | DATE STARTED         | DATE ENDED         |
| RATE OF PAY   | LENGTH OF EMPLOYMENT | REASON FOR LEAVING |
| \$      per   | yrs.      months     |                    |
| DESCRIBE JOB DUTIES, RESPONSIBILITIES IN DETAIL: TASKS PERFORMED, MACHINES OPERATED, TOOLS/EQUIPMENT USED |                      |                    |
| COMPANY NAME  | CITY/STATE           | TYPE OF BUSINESS   |
| POSITION  | DATE STARTED         | DATE ENDED         |
| RATE OF PAY   | LENGTH OF EMPLOYMENT | REASON FOR LEAVING |
| \$      per   | yrs.      months     |                    |
| DESCRIBE JOB DUTIES, RESPONSIBILITIES IN DETAIL: TASKS PERFORMED, MACHINES OPERATED, TOOLS/EQUIPMENT USED |                      |                    |

|   |                      |                    |
|---|----------------------|--------------------|
| COMPANY NAME  | CITY/STATE           | TYPE OF BUSINESS   |
| POSITION  | DATE STARTED         | DATE ENDED         |
| RATE OF PAY   | LENGTH OF EMPLOYMENT | REASON FOR LEAVING |
| \$        per   | yrs.        months   |                    |
| DESCRIBE JOB DUTIES, RESPONSIBILITIES IN DETAIL: TASKS PERFORMED, MACHINES OPERATED, TOOLS/EQUIPMENT USED |                      |                    |
|   |                      |                    |

**STATEMENT of EDUCATIONAL PURPOSE**

**CERTIFICATION STATEMENT ON REFUNDS AND DEFAULT**

I hereby affirm that any funds received under the Pell Grant program, the College Work-Study program, or the Guaranteed/Federally Insured Loan programs will be used solely for expenses related to attendance or continued attendance at John A. Logan College. I further understand that I am responsible for repayment of a prorated amount of any portion of payments made which cannot reasonably be attributed to meeting educational expenses related to my attendance. The amount of such repayment is to be determined on the basis of criteria set forth by the U.S. Secretary of Education.

Also, I affirm that, to the best of my knowledge, I do not owe a repayment of a grant or award previously received for study at any institution. To the best of my knowledge, I am not in default on a Guaranteed Student Loan made at any institution nor any guaranteed agency for attendance at any institution.

I am also aware that in order to continue to receive assistance from any of the programs mentioned in the preceding paragraphs, I must maintain satisfactory progress in the course of study I am pursuing according to the standards and practices of John A. Logan College.

I give my permission for John A. Logan College to release my academic and financial records to agencies which provide funds for financial assistance for which I may be considered. I declare that I will use the wages I receive under the College Work-Study program solely for expenses connected with attendance at John A. Logan College.

I agree to the above statement    Date \_\_\_\_\_

**SATISFACTORY ACADEMIC PROGRESS VERIFICATION**

I hereby verify that I am aware of the fact that if I fail to make measurable satisfactory academic progress as defined by John A. Logan College, I will be ineligible to receive my Pell Grant award, College Student Employment fund, Illinois Guaranteed Loan, Illinois State Monetary Award, or John A. Logan College Foundation Scholarship. I am aware that all student workers employed by John A. Logan College are expected to maintain satisfactory academic progress as explained in the most recent edition of the College Catalog.

I agree to the above statement    Date \_\_\_\_\_

**JOHN A. LOGAN COLLEGE – CARTERVILLE, IL 62918**

**AGREEMENT FOR CAREER SERVICES**

I hereby certify that the information on my Career Services registration materials is accurate and correct.

I understand that registration with Career Services does not imply placement or employment guarantees.

The Career Services Office at John A. Logan College does not research the integrity of employers listing jobs with the office due to the high volume of vacancy listings. Individuals are urged to conduct their own research and investigation of any potential employer. Neither John A. Logan College nor the Career Services Office makes any representation or guarantee whatsoever regarding positions listed on the job opportunity boards, the office postings, or on the web page.

Furthermore, John A. Logan College and the Career Services Office do not assume responsibility for safety, wages, working conditions, or any other aspect of off-campus employment.

**Release Authorization:**

Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, I hereby authorize the John A. Logan College Career Services to release information concerning my qualifications.

I agree to the above statement    Date \_\_\_\_\_

If I am hired for a student work position, I understand I must complete the following three items as a condition of my employment:

1. View the Student Worker Orientation video in the Career Services Office.
2. View the New Student Orientation online.
3. Complete the ID Theft Prevention Training online.

All three items must be completed the first week of employment.

I agree to the above statement    Date \_\_\_\_\_

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**For Office Use Only**

Federal Work Study     Not Federal Work Study

Amount of Federal Eligibility \_\_\_\_\_

Amount of Hours \_\_\_\_\_

Comments: