



# Student Employment Application

NAME: \_\_\_\_\_ (Family/Last Name, First Name) NICK NAME: \_\_\_\_\_ ctcLink ID: \_\_\_\_\_

Position Applying For: \_\_\_\_\_ How did you hear about the position? \_\_\_\_\_

Have you ever worked on campus?  YES  NO ADDRESS: \_\_\_\_\_ (Number, Street & Apartment number) (City) (State) (Zip Code)

PHONE NUMBER: \_\_\_\_\_ (Include area code) EMAIL: \_\_\_\_\_

MAJOR: \_\_\_\_\_ FIRST TERM AT GRC: \_\_\_\_\_ (Year & Term) EXPECTED LAST TERM AT GRC: \_\_\_\_\_ (Year & Term)

### REFERENCES

Please list names, email addresses, and telephone numbers of two references. Your references should be individuals that have firsthand knowledge of your skills and abilities that you have known and worked with. These could be peers, supervisors, advisors, instructors, any individual you may have worked fairly closely with.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

### ENGLISH PROFICIENCY

TOEFL SCORE (if any): \_\_\_\_\_ ENGLISH CLASSES COMPLETED AT GRC: \_\_\_\_\_

### AVAILABILITY

DAYS YOU ARE ABLE TO WORK: \_\_\_\_\_ TIMES YOU ARE ABLE TO WORK: \_\_\_\_\_

### COMPUTER SKILLS (Check All That You Have Used)

- Microsoft WORD  little use  moderate use  very proficient
- Microsoft EXCEL  little use  moderate use  very proficient
- Microsoft OUTLOOK  little use  moderate use  very proficient
- Adobe ACROBAT  little use  moderate use  very proficient

### LANGUAGE SKILLS (What Language(s) Are You Proficient)

Speak: \_\_\_\_\_  
Read: \_\_\_\_\_  
Write: \_\_\_\_\_

I hereby certify that the information provided in this application is true and complete, and that there are no willful misrepresentations in and no falsification of any of the statements and answers to questions. I am aware that should an investigation disclose any misrepresentation, falsification or omission, such disclosure will constitute grounds for rejection of application or immediate dismissal. I hereby consent to and authorize verification of the information I've provided on this application for the purpose of evaluating my qualifications for employment. I understand that my employment is contingent upon proof of employment authorization, of identity and will present the documents when asked. Green River College participates in E-Verify and will provide the federal government with your Employment Eligibility Verification information to confirm that you are authorized to work in the U.S. I understand that all offers of employment are subject to completion of background verification under GRC policy [HR-12 Background Verification](#).

**I have read and understand the information on this application.**

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
TODAY'S DATE

*Equal Opportunity Employer: Green River College does not discriminate on the basis of race, creed, color, national origin, gender, gender orientation, age, marital status, religion, disability, genetic information or on any other unlawful basis. The college is committed to preventing and stopping discrimination, including harassment of any kind and any associated retaliatory behavior. The Vice President of Human Resources has been designated to handle inquiries regarding the [HR-22 non-discrimination and Harassment](#) policies: 12401 SE 320th Street, Auburn, WA 98092-3622, (253) 288-3320. To receive this information in an alternate format, please contact Disability Support Services at (253) 931-6460; TTY (253) 288-3359*

*Jeanne Clery Statement: Notice of Availability of Annual Security and Fire Safety Report—Green River College's Annual Safety and Fire Report is available online at [www.greenriver.edu/CleryASFR](http://www.greenriver.edu/CleryASFR), containing mandated information about current campus policies concerning safety and security issues, required statistics, and other related information for the past three calendar years. To obtain a paper copy of the report, please call (253) 288-3350*