



Gillette Community College District

Student Employment Application

300 W. Sinclair, Gillette, WY 82718
 Attn: Human Resources
hrteam@GilletteCollege.org

Application Requirements

- Students must be currently enrolled
- Students must be in good conduct and academic standing with the college.
- Students must have a cumulative GPA of 2.0 or greater.
- Students eligible through the Federal Work Study Program will be referred to NWCCD for employment verification.

Applicant Information

Full Name: _____ Date: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Phone: _____ Email: _____

Position Applied for: _____

Education

Current Degree/Major: _____ Year of school: _____ Cumulative GPA: _____

Work Availability

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Class Schedule Upcoming Term							
Hours Available to Work in Upcoming Term							

Please indicate if you are available to work at the following times. Check all that apply:

Summer Break Winter Break Spring Break
Weekends Early Mornings Late Evenings

Previous Employment and Volunteer History:

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

Have you ever worked on campus? Yes No
Do you have a Federal Work Study Award? Yes No

Company: _____ Phone: _
Address: _____ Supervisor: _

From: _____ To: _____ Job Title: _____

Responsibilities: _____

Reason for Leaving: _____

Company: _____ Phone: _
Address: _____ Supervisor: _

From: _____ To: _____ Job Title: _____

Responsibilities: _____

Reason for Leaving: _____

Company: _____ Phone: _
Address: _____ Supervisor: _

From: _____ To: _____ Job Title: _____

Responsibilities: _____

Reason for Leaving: _____

Additional Information

Please describe any skills, awards, accomplishments, achievements, etc. that you believe are relevant to the position(s) for which you are applying.

Please let us know of any sports or clubs you are participating in this year on as well as off campus.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize the investigation of any or all statements contained in this application. I also authorize whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

Signature: _____ Date: _____

The Gillette Community College District (GCCD) is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic information, or protected status protected by law and GCCD policies.

Equal Opportunity and Affirmative Action Employer

Please submit completed applications to Human Resources located in Main 215 or email to HRteam@gillettecollege.org.