



Student Employment Application

Applicant Information

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

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available: _____ Student Number _____

Position Applied for: _____

Your Qualifications: _____

***Must be a degree seeking student enrolled in a minimum of 6 credit hours with no less than a 2.0 GPA**

High School: _____ City & State: _____

From: _____ To: _____

College: _____ City & State: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ City & State: _____

From: _____ To: _____

References

Please list one professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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.

Signature: _____ Date: _____

Casper College is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Linda Toohey, associate vice president for student services at [125 College Dr. Casper, WY 82601](mailto:linda.toohey@caspercollege.edu), 307-268-2667, or linda.toohey@caspercollege.edu, or the U.S. Department of Education, Office for Civil Rights, [1244 Speer Blvd, Ste 310, Denver, CO 80204-3582](mailto:244 Speer Blvd, Ste 310, Denver, CO 80204-3582); 303-844-5695 or TDD 303-844-3417.

Frequently asked questions about on-campus employment

FAQ	Answer
What is student employment?	Part-time employment (5-19 hours p/wk) on a college campus specific for part- or full-time degree-seeking students of that institution.
What are the qualifications I must meet to work on campus?	You must be a degree-seeking student, enrolled in at least 6 credit hours at Casper College or a partnership institution. BOCES students are also eligible. If you are an international student, you must provide a student visa with CC as the 1-20 issuing institution; If you have graduated from CC or a partnership institution you can continue to work the summer after graduation
Where do I go to find an on-campus student position?	<p>See the job postings at caspercollege.edu/student-success/on-campus-employment or visit the Student Success Center (Gateway Bldg., 3rd floor) for more information and assistance.</p> <p>FACT: Not all jobs get posted. Don't be shy, initiate the conversation with teachers and other staff on campus to inquire about possible work-study position.</p>
How much do on-campus positions pay?	\$8.00 per hour
When should I apply?	It is recommended that you apply as early as possible because competition is fierce. However, check the postings often because some positions become available in the middle of a semester.
I got offered a job, what's next?	<ol style="list-style-type: none"> 1. Once job offered, you and your supervisor will need to complete a Student Employment Authorization before you begin work. 2. Return Student Authorization to Human Resources (268-2727) GW 402. You will also need to bring a valid ID and Social Security card with you. You will fill out an I9 and W4 in office. 3. Check email and complete background check