

# Kankakee Community College Application for Student Employment

OFFICE OF FINANCIAL AID  
100 College Drive • Kankakee, IL 60901-6505 • (815) 802-8550 • FAX: (815) 802-8551

**Complete and return this form to the KCC Office of Financial Aid. See reverse side for student employment information.**

Student name \_\_\_\_\_ Date applied \_\_\_\_\_  
 Student I.D. no. \_\_\_\_\_ Program of study \_\_\_\_\_  
 Address \_\_\_\_\_ Have you applied for financial aid?  Yes  No  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_ Term(s) applied for:  
 Phone \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_  
 Will you be living with your parents during the school year?  Yes  No  
 Will you pay for child care services while you attend classes?  Yes  No

**GENERAL:** It is an expectation that all student workers will be punctual and dependable. In addition, candidates for employment should be able to work well with others, follow instructions, pay attention to detail, and have good organizational and communication skills.

**GENERAL SKILLS**

Ability to lift 50 lbs.       Finishing (collating, stapling, binding)  
 Bulk mail preparation     General maintenance  
 Computer literacy         Keyboarding \_\_\_\_\_ wpm  
 Customer service         Valid driver's license

**STUDENT ASSISTANT POSITIONS** (check to indicate areas of interest or ability)

Accounting             Bookstore             File room             LRC (library)         Office aid  
 Art Department        Child Care            Fitness Center       Mailroom             Receptionist  
 Athletic Department    Custodial             Grounds              Media                 Recruitment

**SCIENCE LAB ASSISTANT POSITION** (check if you have had classroom experience)

Biology     Chemistry     Medical laboratory technology     Microbiology (must have had biology)     Physical science

**TECHNOLOGY LAB ASSISTANT POSITION** (check if you have had classroom experience)

Air conditioning/refrigeration     Computer-aided drafting     Industrial electrical     Welding  
 Automotive                             Electronics                     Machine tool

**COMMUNITY SERVICE POSITION** (check if interested) These may be on-campus or off-campus positions.

You must provide your own transportation.

Clerical/office duties (skilled)     Elementary reading tutor     Elementary math tutor

**Work experience.** Briefly describe work history: \_\_\_\_\_

**STUDENT: DO NOT WRITE BELOW THIS LINE (Office use only)**

CRI: \_\_\_\_\_ Valid file: \_\_\_\_\_ SAP: \_\_\_\_\_ Eligible program: \_\_\_\_\_

Hired: \_\_\_\_\_  
Department Date

Term	Enrollment	Regular	FWS	Elig. Fall 2009	Elig. Spring 2010	Elig. Summer 2010
Summer 2009	_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____	\$ _____
Fall Aug. 2009	_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____	\$ _____
Fall Dec. 2009	_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____	\$ _____
Spring March 2010	_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____	\$ _____
Spring May 2010	_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____	\$ _____
Summer 2010	_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____	\$ _____

### **Types of student employment:**

1. **Federal Work-Study** provides jobs for students who have applied for financial aid and are eligible to work as part of their financial aid award package. The student works on or off campus, and the money earned is paid to the student. The amount of money a student is eligible to earn is called an "award" and is determined after all other aid is considered. The program encourages work related to the student's course of study and includes community service work and elementary math and reading tutoring.
2. **Regular Student Employment** provides jobs for students who are not eligible for financial aid or for those who are eligible for some financial aid but not for the Federal Work-Study program. Students work in a variety of campus departments. All positions are on campus.

### **Details about student employment:**

1. Complete an "Application for Student Employment" (other side of this information sheet). Applicants need to answer all questions on the application. Please return the form to the Office of Financial Aid.
2. For fall or spring semester employment, the student must be enrolled in at least six hours of course work and may work up to 20 hours per week.
3. For summer employment, the student must be enrolled in at least three hours of course work over the summer sessions or in at least six hours of coursework for the fall semester.
4. The rate of pay is minimum wage, \$7.75 per hour Jan. 1, 2009 to June 30, 2009 and \$8 per hour July 1, 2009 to June 30, 2010.
5. Students who are enrolled and have applications on file are considered for employment. Summer term employment may begin after the spring semester ends; fall semester employment may begin after summer term ends. Positions are filled as openings occur throughout the year.

### **Reasons to become a student worker:**

Student workers gain valuable work experience. Some positions are directly related to the student's field of study. Most jobs are on campus, so no additional expense or time is connected with traveling to a job site.

Work hours are scheduled around the worker's classes. Some departments need workers at specific times, however, so this is not always possible. Supervisors try to provide the best possible work schedule.

Community service jobs provide opportunities for direct involvement with improving the quality of life for community residents or providing reading or math tutoring services. These positions are with local nonprofit agencies off campus or with the Talent Search tutor office on campus. Community service workers must be eligible for the Federal Work-Study program. Students need to provide their own transportation to off-campus positions.

### **Other comments:**

Remember to report to the Office of Financial Aid any educational assistance you receive for any of the following expenses listed in KCC's student budgets: tuition, fees, books, transportation, room and board, or other miscellaneous education expenses.

Additional applications for student employment are available upon request from the Office of Financial Aid.