



THREE RIVERS COLLEGE

Student Work-Study Employment Application

Last Name _____ First Name _____ Student ID _____ Date of Birth _____
 Address: _____ Phone Number: _____
 City: _____ State: _____ Zip Code: _____ Student E-mail: _____

Submit in person, via myTRCC Student Information System, student e-mail, fax, or the mailing address listed at the bottom of this page. If more space is needed for any line item on this form provide a separate page that includes the student's name and ID number at the top.

Office & Clerical Work	Specialized Positions	Off-Campus Work	Skills or Experience
<input type="checkbox"/> ACHIEVE	<input type="checkbox"/> Workforce Development	<input type="checkbox"/> Three Rivers at Dexter	<input type="checkbox"/> Office / Clerical
<input type="checkbox"/> Dean of Instruction Office	<input type="checkbox"/> Tinnin center (Art Gallery,Backstage)	<input type="checkbox"/> Three Rivers at Kennett	<input type="checkbox"/> Computers
<input type="checkbox"/> Office of Financial Aid	<input type="checkbox"/> Maintenance & Groundskeeping	<input type="checkbox"/> Three Rivers at Sikeston	<input type="checkbox"/> Fine Arts
<input type="checkbox"/> Office of Student Accounts	<input type="checkbox"/> Myrtle Rutland Library	<input type="checkbox"/> Sikeston Library	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Communications	<input type="checkbox"/> Mailroom	Other: _____	<input type="checkbox"/> Librarian
<input type="checkbox"/> University Center	<input type="checkbox"/> Call & Welcome Center	Other: _____	<input type="checkbox"/> Receptionist
<input type="checkbox"/> President's Office	<input type="checkbox"/> College Store (Retail)		<input type="checkbox"/> Tutoring
<input type="checkbox"/> Student Services Office	<input type="checkbox"/> ETS Tutor (at local elementary)		<input type="checkbox"/> Accounting
<input type="checkbox"/> Nursing Department	<input type="checkbox"/> Tutoring & Learning Ctr. (Math, Engl.)		<input type="checkbox"/> Typing
Other: _____	<input type="checkbox"/> Computer Services		<input type="checkbox"/> Microsoft Word
Other: _____	Other: _____		<input type="checkbox"/> Microsoft Excel
For job descriptions of each position, contact the Office of Financial Aid			Other: _____

Major: _____ Planned employment field: _____ Current GPA: _____

Enter Semester Year	⇒	Fall 20 _____	Spring 20 _____	Summer20 _____	Fall20 _____	Spring 20 _____	Summer 20 _____
No. of credit hours planned	⇒	_____	_____	_____	_____	_____	_____
Estimated Graduation / Transfer Date:		_____					

What hours during the week are you available to work?

Monday	Tuesday	Wednesday	Thursday	Friday

List your in-class hours below for the current semester:

Monday	Tuesday	Wednesday	Thursday	Friday

Are you employed? _____ If so, where? _____ List hours below:

Monday	Tuesday	Wednesday	Thursday	Friday



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Describe your skills and experience relating to the above positions applied for:

Please list all job experience (attach a resume if needed):

List volunteer/community service experience:

Why would you be a good candidate for this position?



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List 2 references (Former Employers, Counselors, or Instructors):		
Name:	Phone:	Relationship:
Name:	Phone:	Relationship:

I certify that to the best of my knowledge all information contained within is true and correct.

The Campus Security Report, issued in compliance with Title II of Public Law 101-542: Crime Awareness and Campus Security Act of 1990, is available on the website at <https://trcc.edu/employment-opportunities/> . Three Rivers College prohibits sexual harassment in any phase of its admission to or employment in its education programs or activities. Inquiries regarding Title IX should contact Co-Coordinator Ann Matthews at amattthews@trcc.edu for student concerns or Co-Coordinator Kristina McDaniel at kristinamcdaniel@trcc.edu for employee concerns (2080 Three Rivers Blvd.; Poplar Bluff, MO 63901: 573-840-9600). Questions or concerns regarding Title VI, Section 504, and the Age Discrimination Act should be directed to Kristina McDaniel, Human Resources at 573-840-9695.

Completion of this application does not guarantee a Work-Study position.

By typing my name below, I understand and agree that this form of electronic signature has the same legal force and effect as a manual signature, and certifies that all the information contained on this form and the attached documentation submitted is complete and correct. If I purposely give false or misleading information I may be fined, sentenced to jail, or both.

Student Signature: _____ Date: _____

NOTE PLEASE READ this first before submitting: Save this form to your PC first, then open your saved form and click the "Click to Submit Request" button to the right of the form to submit. If the submit button does not work, then attach this form to an e-mail to: financialaid@trcc.edu

Three Rivers College is an equal opportunity institution that commits itself to the policy that there will be no unlawful discrimination against any person because of race, color, gender, sexual orientation, religion, age, disability, or national origin.