

General Information:

Name: _____ HCCC ID CARD #: _____

Campus Address: _____

Campus/Cell Phone #: _____

Contact Information:

Home Address: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

Academic Information: (Fill in Where Applicable)

Major: _____ Check One: Freshman _____ Sophomore _____

Overall GPA: _____ Expected Graduation Date: _____

School Email Address: _____

****NOTE**** (School Address must be used for all departmental & college related information)

Circle (Y)es or (N)o:

Have you ever been convicted of a felony or misdemeanor? Y N
If yes, list date, charge, location, court, and action taken: _____

Have you ever been found responsible for violating the Student Code? i.e. Citation Y N
If yes, please explain: _____

Have you ever been academically dismissed or expelled for other reasons from previous
academic institutions? Y N
If yes, please explain: _____

****All applicants must submit a *cover letter* attached to this form to the Residence Life/Housing Office located at Campus Meadows. In addition, *two letters of recommendation* are required.****

Previous Employment Information:

Date	Position/Title	Supervisor/Employer	Job Description

References:

(Name)	(Position)	(Contact #)

Residential Quad:

Although we reserve the right to place you where we can best use your talents, please rank (1-3 with 1 being your 1st choice) your assignment preferences below.

- _____ Reservoir Run
- _____ Campus Meadows
- _____ College Hill

*I have read the job description and am aware of the expectations and college rules/regulations and will abide by them as detailed if I am offered and accept this staff position. I certify that all of the information disclosed on this application is true and accurate to the best of my knowledge. I understand that any misrepresentation of facts may result in non-appointment or dismissal, including a **minimum GPA of 2.0 and good financial and judicial standing**. I understand that employment at the Herkimer County Community College is conditional upon review of my criminal conviction records. I authorize the Housing Corporation to request and obtain, through the New York State Police, and investigate and report to determine the accuracy of my above answers about prior criminal conviction. Employment agreements are issued on a yearly basis and appointing officials are not obliged to extend employment for additional time based on a performance review.*

Applicant Signature: _____ **Date:** _____

