BLACKBURN COLLEGE WORK PROGRAM

APPLICATION FOR WINTER 2022/2023 BREAK EMPLOYMENT

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell/phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_

 Print

Email address: (where you can best be reached):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Position Being Applied For:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any other Departments/Positions You Have Applied For:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Campus Job \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualifications \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you authorized as certified driver for the college? Yes\_\_ No\_\_

If no, are you willing to seek approval and accept responsibility to operate college vehicles? Yes\_\_ No\_\_

Are you returning for classes at Blackburn next semester? Yes\_\_ No\_\_

Are you currently on: academic probation Yes\_\_ No\_\_

**OR** social probation Yes\_\_ No\_\_

**OR** work probation Yes\_\_ No\_\_

Do you intend to live on campus during the break? Yes\_\_ No\_\_

**List any sport, off-campus job, or other commitment that will limit the days/hours you will be available to work from the start of break employment thru to the end.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I authorize the work office & supervisor(s) named above to share information about my work record with the hiring supervisor(s). It is my responsibility to inform hiring supervisors in advance of any and all limitations that may cause me to not perform key tasks of the job I am applying for.

APPLICANT’S SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_

**The back of this document must be completed before a student is officially placed in their break position.**

(over)

BLACKBURN COLLEGE WORK PROGRAM

WINTER BREAK EMPLOYMENT AGREEMENT

**Winter Break:**

1. Effective:12/18/2022 through 12/23/2022 and 1/3/2023 through 1/8/2022
2. Max. # Work Hrs: \_
3. Rate of Pay $ 13.00 per hour

**Understanding of Break Process and Procedure:**

1. Starting 12/18/2022 you will have the option to select <<Break Work>> under Time and Attendance. You must select this category in order to be compensated for hours worked over break.
2. You can be released from your job at any time you are no longer needed, your performance is unacceptable, it is learned that you are not returning next semester, or if you are suspended or placed on academic, work or social probation.
3. You agree to give a two week notice prior to resigning. Failure to do so may result in disciplinary action, including restriction from future break employment.
4. You agree that any outstanding balance owed the college can be withheld from your paycheck.

**CONFIDENTIALITY**

1. I understand that in the course of fulfilling my job responsibilities I may be exposed to confidential information both written and verbal concerning my fellow students and the College. I understand that I am responsible to keep such information confidential and agree not to share it with anyone other than those College faculty/staff or student managers with a legitimate need and right to know. If I am in doubt whether or not information is confidential, I will consult my supervisor. I understand that if I violate confidentiality I may be removed from my job, and subject to other disciplinary action.

**The following signatures act as an agreement between myself and Blackburn College. I acknowledge that I have read and understand the information above.**

**STUDENT’S SIGNATURE** DATE

**SUPERVISOR’S SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_**