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|  | **Blackburn College Work Program** |

# Application for Break Employment

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |
| --- | --- |
| Dept/Position Applied for: |  |

(You must complete a separate application for each break position)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| For Summer and Winter break – Are you returning for classes next semester | YES  ☐ | NO  ☐ | Will you be requesting housing during your break work assignment? | YES  ☐ | NO  ☐ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you currently on Academic, Social or Work Probation? | YES  ☐ | NO  ☐ | If yes, which? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Are you authorized as a certified driver for the college? | YES  ☐ | NO  ☐ | If not, are you willing to seek approval and accept responsibility to operate college vehicles? \_ |

## Current Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Current Wok Department: |  | Position: |  |
| Supervisor: |  |

## Additional Information

|  |  |
| --- | --- |
| Qualifications: |  |

Other commitments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| I authorize the work office & supervisor named above to share information about my work record with the hiring supervisor. | YES  ☐ | NO  ☐ |  |

## Disclaimer and Signature

*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: |  |

**The back of this document must be completed, signed, and returned to the Dean of Work before a student is officially placed in a break position.**

**(OVER)**

BLACKBURN COLLEGE WORK PROGRAM

BREAK EMPLOYMENT AGREEMENT

**Break Session: Winter Spring Summer**

1. Employment Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Max. # Work Hours: \_\_\_ per week # of weeks \_\_\_\_\_\_
3. Rate of Pay $ per hour

**Clocking Time & Payroll**

* Starting (date) 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. Payment will be bi-monthly on the 15th and 30th of the month.

**Responsibilities**

* You can be released from your job at any time if the department needs change, your performance is unacceptable, you no longer plan to return next semester, or if you are suspended or placed on academic, work or social probation.
* You are expected to notify your supervisor and/or the Work Office if you resign from your position. It is expected that you provide a two week notice before leaving your position. If two weeks is not possible, you must notify your supervisor as soon as possible. Failure to provide adequate notice may result in restriction from future break employment.

**Housing & Financial Responsibility**

* You are responsible for notifying the Work Office and Housing Department of any changes to your housing needs during break work. Failure to notify and receive approval for changes may result in additional housing charges. ***\*Break housing is not available during campus “hard shutdown”. Other arrangements will need to be made during that time. \****
* If you resign from or are released from your break position you have 48 hours to secure a new position on campus or move out of your campus housing. Students will not be eligible for break housing unless they are employed by the college.

**CONFIDENTIALITY**

* 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\_\_\_\_\_\_\_\_\_\_\_**