



Work Study Position Description

3028 Lindbergh Ave. Bellingham, WA 98225 • (360)752-8351 • fax (360)752-7151 • FinAid@BTC.edu

Incomplete or illegible applications will not be considered. Submitting a packet does NOT guarantee a placement or award. Applications will be placed in an application pool for recall when positions open.

PERSONAL

NAME (LAST)	(FIRST)	(MIDDLE)	DATE AVAILABLE FOR WORK	
CTCLINK ID		DATE OF BIRTH	TELEPHONE NUMBER	
ADDRESS (STREET)			ALTERNATIVE TELEPHONE NUMBER	
(CITY)	(STATE)	(ZIP CODE)	PROGRAM OF STUDY	
E-MAIL ADDRESS		PREFERRED POSITIONS OR DEPARTMENTS		

**Disclosure of your Social Security number is voluntary under P.L. 93-579, section 7(a)(1). If you object to the use of your Social Security number, an alternative identification number will be assigned. However, your financial aid file must accurately reflect your Social Security number in order to be awarded state and federal financial aid fund Social Security Number (Required by RCW 41.48). Bellingham Technical College (BTC) Human Resources Office will request that you provide your Social Security number on all personnel forms in the event that you are hired. 5 U.S. Code, Section 52(a) requires that BTC make the following disclosure when requesting this information: BTC uses your Social Security number to identify your records and fulfill tax requirements. As required by law, BTC uses your Social Security number to report disbursements to the IRS. The disclosure of your Social Security number is mandatory if you are hired.*

EMPLOYMENT HISTORY

[1] POSITION					
EMPLOYER	DATES OF EMPLOYMENT	FROM		TO	
JOB DUTIES		MONTH	YEAR	MONTH	YEAR
PHONE NUMBER	AVERAGE HOURS PER MONTH				
[2] POSITION					
EMPLOYER	DATES OF EMPLOYMENT	FROM		TO	
JOB DUTIES		MONTH	YEAR	MONTH	YEAR
PHONE NUMBER	AVERAGE HOURS PER MONTH				

SKILLS AND QUALIFICATIONS

USE THE FOLLOWING SPACE FOR SUPPLEMENTAL INFORMATION THAT EXPLAINS YOUR SKILLS, EXPERIENCES, ABILITIES TO DO THE JOB, OR OTHER WORK EXPERIENCE (INCLUDING VOLUNTEER) THAT RELATES TO THE POSITION FOR WHICH YOU HAVE APPLIED.

Bellingham Technical College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Director of Human Resources, Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham, WA 98225, or call 360-752-8354

EQUAL EMPLOYMENT OPPORTUNITY COLLEGE

Code of Responsibility

(For security and Confidentiality of Student Records and files)

Security and confidentiality of student records are a concern to all employees of Bellingham Technical College and a particular concern of the Director of Registration & Enrollment as student record custodian. By receiving access to the Student Management System (SMS), Financial Management System (FMS), and/or Financial Aid Management Systems (FAM) and other student records, administrators, classified staff, faculty, student ambassadors, student employees, tutors, and work-study students, are placed in a unique position of trust. The purpose of the Code of Responsibility is to fulfill this institution's legal responsibility and to clarify your responsibilities regarding correct policies and procedures. Sharing information from the SMS or student records with persons other than the student or other approved persons violates the Federal Educational Rights and Privacy Act (FERPA) regarding confidentiality.

Your signature indicates adherence to the following:

- Unauthorized use of any information in files maintained, stored, or processed by Bellingham Technical College offices is prohibited.
- No one is permitted to seek personal benefit or to allow others to benefit personally by knowledge of any confidential information that has come to them by virtue of their access to data.
- No one is to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with Bellingham Technical College's Privacy of Students Policy and Procedure.
- No one may knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry. No one may knowingly delete or cause to be deleted any record or data.
- No official record, report or copy thereof may be removed from the office where it is maintained.
- No one is to aid, encourage or act in conspiracy with another to violate any part of this Code.
- No one is to use State computers, printers, telephones, copy/fax machines, machinery, tools, and electrical or mechanical gear, etc. for personal reasons unless equipment is designated for student use.
- Any knowledge of a violation of this Code must immediately be reported to the Vice President of Student Services.

Violation of this Code may lead to action under the Bellingham Technical College's Student Code of Conduct, WACs and/or State of Washington rules or regulations pertaining to Standards of Ethical Conduct/Conflict of Interest, theft, alteration of public records or to other applicable sections.

I have received a copy of, have read, do understand and will comply with Bellingham Technical College's Code of Responsibility for Equipment Use, Security and Confidentiality of Records and Files.

Resume Information

(or attach a separate resume to this application)

APPLICANT ACKNOWLEDGMENT

I, the undersigned applicant for employment at Bellingham Technical College, certify that the facts contained in this application are a true and complete statement of my personal and professional record to date. I understand that any false statement(s) in this application shall be the basis for my rejection or dismissal from employment. If employed, I release Bellingham Technical College from any liability for future references it may provide regarding my work history at Bellingham Technical College. A photocopy of this release shall have the same effect as the original.

Please print your name here as it appears on your ID

Signature of Applicant

Date

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