



2024-2025 Work Study Employment Application

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

PERSONAL INFORMATION

NAME (LAST)	(FIRST)	(MIDDLE)	PREFERRED PRONOUNS
DATE OF BIRTH	TELEPHONE NUMBER		GENDER (SELECT ONE)** M F X
ADDRESS (STREET)			DATE AVAILABLE TO WORK
(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.*

***Disclosure required per WAC-246-490-075 or WAC 308-104-0150.*

EMPLOYMENT HISTORY

[1] POSITION

EMPLOYER	DATES OF EMPLOYMENT	FROM MONTH YEAR	TO MONTH YEAR
JOB DUTIES			
	EMPLOYER PHONE NUMBER		

[2] POSITION

EMPLOYER	DATES OF EMPLOYMENT	FROM MONTH/YEAR	TO MONTH/YEAR
JOB DUTIES			
	EMPLOYER PHONE NUMBER		

SKILLS AND QUALIFICATIONS

USE THIS SPACE FOR SUPPLEMENTAL INFORMATION THAT EXPLAINS YOUR SKILLS, EXPERIENCES, OR OTHER WORK EXPERIENCE (INCLUDING VOLUNTEER) THAT RELATES TO THE POSITION FOR WHICH YOU HAVE APPLIED. OR YOU MAY SUBMIT A RESUME.

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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.

Code of Responsibility

(For Security and Confidentiality of Student Records and Files)

Security and confidentiality of student records is the responsibility of all employees and trainees at Bellingham Technical College. By receiving access to student education records, administrators, classified staff, faculty, student ambassadors, student employees, tutors, work-study students, part-time hourly and 3rd party Sponsor Agency trainees 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 student education records information with persons other than the student or other approved persons violates the Family Educational Rights and Privacy Act (FERPA) regarding confidentiality. Questions regarding FERPA and access to Student Records should be sent to the Executive Director of Enrollment Services: ablick@btc.edu or call 360-752-8436.

Your signature below indicates adherence to the following:

- Unauthorized use of any student education records information in files maintained, stored, or processed in 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.
- 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, 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 Executive Director of Enrollment Services.
- Completion of BTC FERPA training and quiz required.

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, understand and will comply with Bellingham Technical College's Code of Responsibility for Equipment Use, Security and Confidentiality of Records and Files.

Name (please print): _____ Student ctcLink ID.: _____

Signature: _____ Date: _____

Bellingham Technical College does not discriminate on the basis of race, ethnicity, creed, color, sex, gender identity or expression, citizenship or immigration status, national origin, age, religion, disability, veteran or military status, sexual orientation, genetic information, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, pregnancy, marital status, or any other characteristic protected by federal, state, or local law in its programs, activities, and services. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director for Human Resources, 3028 Lindbergh Avenue, Bellingham, WA 98225, 360.752.8354, or hr@btc.edu. For Title IX/Section 504 compliance, contact: Vice President of Student Services, 3028 Lindbergh Avenue, Bellingham, WA 98225, 360.752.8440, or title9@btc.edu. BTC publications are available in alternate formats upon request by contacting the Accessibility Resources office at 360.752.8576.

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