

Mott Community College
Student Employment Center
Checklist and Agreement

In order to complete the student employment process, the following steps must be completed:

- Fill** in your Name, Student I.D. and Date Attended Orientation on the *Student Employment Tracking Sheet*.
- Sign** the *Equal Opportunity Statement* Receipt.
- Access** your Experience account (blue Student Account Card), using any computer that has internet access, at <http://mottjobs.experience.com>. **Complete** the *Personal Information Screen* and **print a copy**.
- Read** the online *Student Employment Manual* at http://www.mcc.edu/student_emp_man/index_student_emp_man.shtml and **sign** the *Student Employment Manual Verification Form*.
- Return** file to the Student Employment Center, located on the upper level of the Prah Center, rm. 2020.

Once checklist is complete, student may obtain a referral form. Once student is notified that they are hired and the referral is returned to the SEC, the student must return to the Student Employment Center to complete the I-9 and W-4.

I understand that it is my responsibility to immediately notify my employer when I drop credits below the minimum required each semester and that this action immediately terminates my employment.

I also understand that as a student employee of Mott Community College I may be employed in a position where I would have access to confidential information concerning students/staff and access to my own records. I will under no circumstances divulge such information to anyone, access my own records, or make changes to any records, I understand that violating these confidentiality guidelines is grounds for immediate dismissal from my job.

Failure to comply with the above regulations may subject me to the Student Code of Conduct and/or other disciplinary actions, and that it may be a violation of federal law.

I authorize the release of any information to potential employers who are working with the Student Employment Center.

Student's Signature _____ Student I.D. # _____

Witness: _____ Date: _____