

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.
- Read** the online *Student Employment Manual* at [http://www.mcc.edu/student\\_emp\\_man/index\\_student\\_emp\\_man.shtml](http://www.mcc.edu/student_emp_man/index_student_emp_man.shtml) and **sign** the *Student Employment Manual Verification* Form.
- Register online at *College Central Network* using any computer that has internet access, at <https://www.collegecentral.com/mott/> . **Complete** the registration form, **print a copy** and put it in your folder.
- Return** file to the Student Employment Center, located on the upper level of the Prah Center.
- Once hired**, I am aware that I will need to successfully complete the online “*Preventing Sexual Harassment*” training within two weeks of beginning employment.

***Once checklist is complete, student may obtain a referral form. A resume is required to be attached to each 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 before beginning to work.***

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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: \_\_\_\_\_