



Application for Student Employment

Sequoias Community College District

Even if you have been previously placed or are returning to a previous campus job, you must complete and return this form for record-keeping purposes.

Return form to

Name						
Social Security No.						
Address						
City		State		Zip Code		
Home Phone		Cell Phone		Message Phone		
Major						
Planned date of program completion (semester & year)						

Use X to mark out hours when you have classes or will be unable to work for any other reason.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After 6:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check the types of work in which you have previous experience and/or skills.

Computer Use <input type="checkbox"/> Word Processing <input type="checkbox"/> Windows <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Programming <input type="checkbox"/> Other	Office <input type="checkbox"/> Filing <input type="checkbox"/> Phones (messages) <input type="checkbox"/> Bookkeeping <input type="checkbox"/> 10-key Adding Machine <input type="checkbox"/> Copy Machine <input type="checkbox"/> Other	Secretarial <input type="checkbox"/> Typing (speed) _____ <input type="checkbox"/> Address envelopes <input type="checkbox"/> Numeric typing <input type="checkbox"/> Tables (numbers)	Technical <input type="checkbox"/> Lettering/design <input type="checkbox"/> Drafting <input type="checkbox"/> Electrical / Shop <input type="checkbox"/> Painting <input type="checkbox"/> Other
Tutoring <input type="checkbox"/> Math <input type="checkbox"/> English <input type="checkbox"/> Computers <input type="checkbox"/> Other	Library <input type="checkbox"/> (please list)	Laboratory <input type="checkbox"/> Physical Sciences <input type="checkbox"/> Biological Sciences <input type="checkbox"/> Other	Labor <input type="checkbox"/> Shelving/Inventory <input type="checkbox"/> Deliveries <input type="checkbox"/> Grounds Keeping <input type="checkbox"/> Janitorial
Sales <input type="checkbox"/> Cash Register <input type="checkbox"/> Other	Food Services <input type="checkbox"/> Kitchen <input type="checkbox"/> Bus person <input type="checkbox"/> Clean-up	Recreation <input type="checkbox"/> (please list)	Other <input type="checkbox"/> (please list)

Check the classes you have completed. Check only those classes in which you have received a letter grade, not classes in which you are currently enrolled.

<input type="checkbox"/> English 360	<input type="checkbox"/> English 1	<input type="checkbox"/> Math 360	<input type="checkbox"/> Math 230	<input type="checkbox"/> Math 200	<input type="checkbox"/> Math 80
<input type="checkbox"/> English 251	<input type="checkbox"/> English 2	<input type="checkbox"/> Math 235	<input type="checkbox"/> Math 220	<input type="checkbox"/> Math 154	<input type="checkbox"/> Math 75
List business classes completed			List computer classes completed		

Work History List in order, beginning with the most recent position you have held. Include any previous work study, other paid jobs, work done to assist parents or teachers, and volunteer or committee work. Include positions held at SCCD.

Name/Address of Employer	Position	Dates		Duties (brief description)
		To	From	

References

Name		Position	
Relationship		Telephone	()
Address		City / State / Zip	
Name		Position	
Relationship		Telephone	()
Address		City / State / Zip	

Education

High School Name		Graduated?	<input type="checkbox"/> = Yes <input type="checkbox"/> = No	GPA	
Previous College		Graduated?	<input type="checkbox"/> = Yes <input type="checkbox"/> = No	GPA	
Languages (List languages spoken other than English)					

Check Yes or No when answering Questions 1 through 15.				Yes	No
1. Do you have reliable transportation?				<input type="checkbox"/>	<input type="checkbox"/>
2. Are you a citizen / natural / permanent resident of the United States:				<input type="checkbox"/>	<input type="checkbox"/>
3. Are you over 18 years of age?				<input type="checkbox"/>	<input type="checkbox"/>
4. Are you currently working for SCCD? If yes, ↓				<input type="checkbox"/>	<input type="checkbox"/>
Department		Supervisor			
5. Have you ever worked for SCCD before? If yes, ↓				<input type="checkbox"/>	<input type="checkbox"/>
Department		Supervisor			
6. Have you ever been dismissed from employment or resigned in lieu of being dismissed for inefficiency, delinquency or misconduct? (A "yes" answer will not automatically preclude you from employment consideration.) If yes, explain →				<input type="checkbox"/>	<input type="checkbox"/>
7. Have you met with the Work Study Specialist for Federal or CalWORKs Work Study?				<input type="checkbox"/>	<input type="checkbox"/>
8. Have you been convicted of a crime? (A background check may be completed/required.) If yes, complete the following form: Disclosure of Conviction Record				<input type="checkbox"/>	<input type="checkbox"/>
9. Are you currently receiving TANF cash aid?				<input type="checkbox"/>	<input type="checkbox"/>
10. SCCD is hereby authorized to contact my present employer.				<input type="checkbox"/>	<input type="checkbox"/>
11. SCCD is hereby authorized to contact my past employers.				<input type="checkbox"/>	<input type="checkbox"/>
12. SCCD is hereby authorized to contact all applicable SCCD Departments for reference checking.				<input type="checkbox"/>	<input type="checkbox"/>
13. Does SCCD employ a relative of yours? If yes, give name and relationship →				<input type="checkbox"/>	<input type="checkbox"/>
14. Have you been fingerprinted at Sequoias Community College District? By which department→				<input type="checkbox"/>	<input type="checkbox"/>
15. Have you had a Tuberculosis test at SCCD? Date of TB test→				<input type="checkbox"/>	<input type="checkbox"/>

Emergency Contact			
Name		Phone	
Relationship			

I certify under penalty of perjury that the above information is true and correct. I authorize Sequoias Community College District to discuss and share all of my confidential academic and work-related information (including, but not limited to, GPA, courses completed, current enrollment, work history, financial aid, criminal history) with any potential and/or designated work-site supervisor(s).			
Signature		Date	

Office Use Only				
GPA		Units	Completed Units	