

STUDENT EMPLOYMENT APPLICATION

The information you enter on this form will be used to determine your eligibility for employment with the Imperial Community College District. All sections of this application must be completed. Please print legibly or type.

POSITION APPLYING FOR: STUDENT ASSISTANT STUDENT TUTOR RESIDENT ADVISOR

Personal Information

First Name _____ Middle Initial _____ Last Name _____ Preferred Name _____ G# _____

Address: _____
Street _____ City _____ State _____ Zip Code _____

Phone Number: _____ IVC Student Email: _____

Emergency Contact Last Name: _____ Phone Number: _____

Relationship to you: _____

Does Imperial Valley College currently employ any of your relatives (Faculty, Staff or Students)? YES NO

If yes, please provide the following information:

Name _____ Relationship _____ Department _____

Educational History

Are you an active student at Imperial Valley Community College or do you intend to enroll? YES NO

IVC Major or Certificate: _____ Anticipated Graduation Date: _____

Highest level of education completed: _____ Year: _____

School: _____ Address: _____

Qualifications and Skills

Job Skills: (Check all that Apply) General Office Skills Computer Skills Customer Service

Teacher Aide Trade Skills Military Courses

List any additional relevant job skills, experience, or certifications that may qualify you for this position:

List all languages you are proficient in:

1. _____ Speak Write Read
2. _____ Speak Write Read
3. _____ Speak Write Read

Work/Volunteer Experience

Job 1.

Employer: _____ Address: _____

City/State/Zip: _____ Telephone: _____

Job Title: _____ Supervisor: _____

Dates Employed: From: _____ (mo./yr.) To: _____ (mo./yr.)

Description of job duties: _____

Reason for leaving: _____

Job 2.

Employer: _____ Address: _____

City/State/Zip: _____ Telephone: _____

Job Title: _____ Supervisor: _____

Dates Employed: From: _____ (mo./yr.) To: _____ (mo./yr.)

Description of job duties: _____

Reason for leaving: _____

Certifications

- I certify that I will be enrolled in the minimum number of units required to maintain eligibility to work on campus during the semester and/or intersession in which I am employed.
- I understand that if I fall below required units and/or my cumulative GPA falls below 2.0, I may be dismissed from my position.
- I hereby authorize this organization to investigate through whatever means deemed appropriate, any information included in this application and all facts resulting from the investigation otherwise noted.
- I understand that student employment does NOT constitute "employment" for purposes of Unemployment Insurance Coverage under the provisions of Section 642 of the UI Code.
- I understand that I cannot work until ALL paperwork is completed and processed by Human Resources and written notification has been sent to my supervisor.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Signature of Applicant: _____ Date: _____