

## 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

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### 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

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### 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: \_\_\_\_\_

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### 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:

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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: \_\_\_\_\_

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## 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: \_\_\_\_\_