

Imperial Community College District
380 E Aten Rd, Imperial, CA 92251

STUDENT EMPLOYMENT APPLICATION

Instructions: 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: (List exactly as it appears on job announcement) _____

Part I - Applicant Information

A. Name: _____
Last First Middle

B. Address: _____
Street City State Zip Code

C. Contact Telephone Number: () _____ D. Email: _____

D. Emergency Contact Name: _____ Telephone Number: () _____

E. Other names you have used in employment/education: _____

F. Date you are available for work: _____

G. Can you legally work in the United States? Yes _____ No _____ (Proof of citizenship or immigration status will be required upon employment.) If under age 18, do you have an Imperial County Work Permit Yes _____ No _____

H. Have you ever been convicted of a crime? Yes* _____ No _____

*If yes, please explain in detail on a separate piece of paper and attach to this form. You may exclude convictions that have been expunged or legally sealed; certain marijuana-related offenses more than two (2) years old; misdemeanor convictions for which probation was completed and the case dismissed; and minor traffic violation. A conviction or the existence of a criminal record does not constitute an automatic bar to employment with each case being considered separately based on job requirements.

Part II - Educational History and Qualifications

A. Elementary/Secondary Education: (Select highest grade completed.) 1 2 3 4 5 6 7 8 9 10 11 12

School: _____ Location: _____

B. Other trade, technical, business, or military courses: _____

C. IVC Major or Certificate _____ Job Preference _____

D. Job Skills: (Check all that apply)

Typing Speed _____ General Office Skills _____ Computer Skills _____ Customer Service _____ Teacher Aide _____

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

List all languages you speak, write, and read fluently?

_____	Speak <input type="checkbox"/>	Write <input type="checkbox"/>	Read <input type="checkbox"/>
_____	Speak <input type="checkbox"/>	Write <input type="checkbox"/>	Read <input type="checkbox"/>
_____	Speak <input type="checkbox"/>	Write <input type="checkbox"/>	Read <input type="checkbox"/>

Part III - Employment History

List the last 5 years of employment history, including periods of military service. Attach a separate sheet of paper for additional employers

A. Employer: _____ Address: _____

City/State/Zip: _____ Telephone: () _____

Job Title: _____ Supervisor: _____

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

Description of job duties: _____

Reason for leaving: _____

B. Employer: _____ Address: _____

City/State/Zip: _____ Telephone: () _____

Job Title: _____ Supervisor: _____

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

Description of job duties: _____

Reason for leaving: _____

Part IV -References

Name	Present Address	Telephone Number
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_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby release from any liability all persons and organizations furnishing such information requested by the District. I understand that I will be subject to discharge if any statement in this application is found to be false or misleading. 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. However, I understand that if I am already receiving unemployment insurance benefits I am required to notify the California Employment Development Department (EDD) of my work-study employment.

Signature of Applicant: _____ Date: _____