

Application for Employment
Registration in current semester required (6-unit minimum)
Date: ____/____/____

Last Name:		First Name	Student ID
Address			
City		State	Zip
Primary Phone #		Cell #	
Email:			Date of Birth:

Employment History

Company Name: _____ Supervisor Name: _____
 Phone Number: _____ Start Date: _____ End Date: _____
 Address: _____ Job Title: _____
 Job Duties: _____
 Reason for leaving: _____

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References

Name: _____ Phone Number: _____

Job Title: _____ Relationship: _____

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Job Title: _____ Relationship: _____

Skills (Mark all that apply)

- Cash Register Microsoft Office Filing
 Food Handling Production (copying/fax) Accounting
 Coffee Shop Experience (Please explain) _____

Adobe Software, Photoshop/InDesign/Illustrator (Please Explain) _____

- Quick Learner Works well with others Takes initiative
 Leadership Skills Follows direction

Any other applicable skills or experience: _____

Cultural Sensitivity: Describe any experience or training that has prepared you to work in a multi-cultural environment

Other Information

Are you an international student? Yes No

Are you receiving Federal Work Study? Yes No

Are you currently working in another department on campus? Yes No

If yes, which one? _____

Are you willing to work at another campus within the district? Yes No

How many semesters do you have left at Skyline? _____

Work Availability

Place an "X" in the hours you are most available to work

	Monday	Tuesday	Wednesday	Thursday	Friday
7am – 9am					
9am – 10am					
10am – 11am					
11am – 12pm					
12pm – 1pm					
1pm – 2pm					
2pm – 3pm					
3pm – 4pm					////////////////////
4pm – 5pm					////////////////////
5pm – 6pm					////////////////////
6pm – 7pm					////////////////////
8pm – 9pm					////////////////////

Background Check

All applicants who are offered employment with the San Mateo Community College District will be subject to a background investigation. Offers of employment are contingent on the successful completion of a background investigation in accordance with the San Mateo Community College District policy and state law.

Have you ever been convicted of a crime? Yes No

If yes, please explain: _____

(A "YES" answer to the question about previous convictions will NOT result in an automatic disqualification)

The information provided in this application for employment is complete and accurate to the best of my knowledge. I understand that falsification of any part(s) of this application shall be sufficient cause for my disqualification from the selection process or termination from District employment.

Applicant signature: _____ Date: _____

SUBMIT