

ON-CAMPUS STUDENT EMPLOYMENT

1.

- ✓ Go to **Job Opportunities** link-- <https://siskiyous.hiretouch.com/>
- ✓ Look for a listing of available positions under "**STUDENT WORKER**" link. Once you have reviewed the Job Listings, you will need to fill out the Student Worker Application.

2.

- ✓ Bring the completed packet with resume*(if you are a returning student worker within the last three years we do not need a resume) to the **Financial Aid Office** – John Mantle Student Center Building

3.

- ✓ **Financial Aid staff** will review and sign-off on the application
- ✓ Take your Student Worker Application packet to potential employer to let them know you are interested in employment in their department

4.

- ✓ If hired, the supervisor will sign off on the application
- ✓ Take the completed Student Worker Application packet to Human Resources (John Mantle Student Center Building) and complete the Hire Packet

***Resume assistance** can be found at <http://resume.monster.com/>

* For more information regarding **Federal Work Study** please see our Federal Work Study page at <http://www.siskiyous.edu/financialaid/workstudy.htm>



**College of the Siskiyous
Student Worker Application
2019-2020**

Name _____ S _____

Address _____
Street City State Zip

Phone _____ Email _____

Please answer the following questions:

Yes No

1. _____ Are you available to work on the Weed Campus?

2. _____ Are you available to work on the Yreka Campus?

Please read carefully and sign the following:

The information and answers I have included in this application are true and correct to the best of my knowledge. I understand that omitting or misrepresenting any information required for this application will result in the rejection of my application or termination of my employment. I also affirm that the information and answers were prepared solely by me.

I authorize College of the Siskiyous to investigate my reference, work record, education, or any other matters relating to my suitability for employment. I also authorize my former employers to provide College of the Siskiyous with this information.

I understand that neither filing this application nor being granted an interview will create an employment contract between the College of the Siskiyous and me.

Printed Name

Signature

Date

New & Returning Student Workers

Student Name

Date

This student is eligible for Federal Work Study and is awarded

\$ _____

This student is **NOT** eligible for Federal Work Study

Authorized Signature

Date

Federal Work Study Student

I have agreed to hire the above named student using Federal Work Study funds

Dates of Employment Beginning: _____ Ending: _____ Position Title: _____

Budget # 786520-6520- -

Prospective Supervisor's Name

Department

Prospective Supervisor's Signature

Date

District Student Worker

I have agreed to hire the above named student using district/grant funds

Dates of Employment Beginning: _____ Ending: _____ Position Title: _____

Budget # _____

Prospective Supervisor's Name

Department

Prospective Supervisor's Signature

Date

Human Resources Signature

Date