

## ON-CAMPUS STUDENT EMPLOYMENT

1.

- ✓ Go to **Job Opportunities** link

<http://www.siskiyous.edu/employment/>

2.

- ✓ Look for a listing of available positions under “**STUDENT WORKER**” link
- ✓ Then download the Student Worker Application Packet

3.

- ✓ Complete the Student Worker Application Packet
- ✓ 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

4.

- ✓ **Financial Aid staff** will review and sign-off on the application
- ✓ Take student application packet to department to let them know you are interested in employment in their department

5.

- ✓ If selected, the supervisor will sign off on the application
- ✓ Take the completed 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/>



**College of the Siskiyous  
Student Worker Application  
2016-2017**

Name \_\_\_\_\_ S \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Please answer the following questions:**

- |    | <b>Yes</b> | <b>No</b> |   |
|----|------------|-----------|---|
| 1. | _____      | _____     | Have you ever been convicted of a sex or drug offense as defined in Ed Code 87009-87011?  |
| 2. | _____      | _____     | Were you ever discharged or did you ever resign your employment because of misconduct or unsatisfactory service? If your answer is yes, please explain in detail on a separate sheet of paper, and include dates, places, and the nature of each event. |
| 3. | _____      | _____     | Are you available to work on the Weed Campus?   |
| 4. | _____      | _____     | 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**

**Work Study Student**

I have agreed to hire the above named student using 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 Director Signature**

\_\_\_\_\_  
**Date**