

COLLEGE OF THE SISKIYOU

ON CAMPUS STUDENT EMPLOYMENT – HIRING PROCESS

Benefits of On-Campus Employment

- Work can be scheduled around the student's class schedule.
- Provides students with the opportunity to improve work skills and gain work experience.
- Learned work skills and gained work experience can be added to student's resume in the future.
- National data also shows that students who work on campus part-time are more connected to the institution, manage their time more effectively, and are more focused on their academic work than students who don't work at all.

Application Process

- **Applications required** for all student positions regardless of how position is funded (ie. District, Federal Workstudy, Grants) .
- Student Worker **Application available** on COS website: <http://www.siskiyous.edu/employment/documents/studentworkerapplication.pdf> or at the **Human Resources (HR) Office**.
- **3-Step Application Process:** (1) Complete & sign application (2) Attach resume (3) Submit completed application packet to the HR Office (In person-- John Mantle Student Center; E-mail: hr@siskiyous.edu or Fax: 530-938-5380)
- **Need assistance with resume?**
 - Google Docs: <https://docs.google.com/templates?q=resume#> **OR** Resume Templates: <https://www.resumetemplates.com/createaccount.aspx>

Departmental Application Review

- Department supervisors will have access to student applications with interest and/or experience in working in their department. Please schedule a time with HR to review the applications.
- Applicants whose skills and experience best match the department's needs will be contacted by department supervisor for an interview.
- Applicants to be hired will be notified by department and hiring paperwork will need to be completed.

New Hire Paperwork & Work Authorization

- **Student completes Student Employment New Hire or Returning Student packet/form** and forwards to department supervisor.
- Department supervisor completes supervisor section of hiring form.
- Account Codes for Student Positions: Federal Work Study funded positions: Instructional Support Positions: 2422; Non-Instructional Positions: 2322. All Other Student positions (funded by District, Grants, CalWorks, etc.): Instructional Support Positions: 2421; Non-Instructional Positions: 2321.
- Department supervisor submits completed paperwork to budget manager for approval.
- Budget manager submits to HR Office for final approval.
- HR notifies students and departmental supervisor authorizing student to begin work assignment. Students may not begin work until work authorization is received.

Timesheets/ Pay Rate

- All student positions are paid \$8.00 per hour.
- **Students complete green timesheets** for hours worked and **submit to departmental supervisor by the 1st of each month.**
- Supervisors must submit signed timesheets to HR Office by the 10th of the month.
- Students are paid on a monthly basis the month following the hours worked (i.e., September hours paid the last business day of October).



STUDENT WORKER APPLICATION

Human Resources

800 College Avenue • Weed, California 96094

(530) 938-5317 • (530) 938-5555 • FAX (530) 938-5380

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

Please **print in ink or type** your responses completely and accurately. Print "N/A" on any section that is not applicable. Resumes are not accepted in lieu of this application. Please **do not refer to "attached resume"**. A resume is required to complete your application.

Check the department(s) of interest to you:

- | | |
|--|--|
| <input type="checkbox"/> Child Dev Center | <input type="checkbox"/> Residence Halls |
| <input type="checkbox"/> Eagle's Nest | <input type="checkbox"/> Student Ambassador (circle all that interest you) |
| <input type="checkbox"/> Labs (circle all that interest you) | Student Orientation |
| Academic Success Center | 8 th Grade Day |
| Art | Kindergarten Day |
| Ceramics | Junior Day |
| Photography | Campus tours |
| Physical Education | Student Life Office Assistant |
| Science | Children's Christmas Party |
| <input type="checkbox"/> Library | <input type="checkbox"/> Technology Services/High Tech Ctr |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Theater |
| <input type="checkbox"/> Office (circle all that interest you) | <input type="checkbox"/> Tutoring Center (circle all that interest you) |
| Administration | Basic Skills |
| Institutional Advancement | Computer |
| Instruction | English |
| Student Services | Math – all levels |
| Other _____ | Science – all levels |

Name: _____ Phone: () _____

Address: _____

Student ID #: S000

E-Mail: _____

EXPERIENCE PROFILE

Please check all items in which you have experience. You may be asked to demonstrate your skills and knowledge on any items checked. Your application or resume should describe how you have utilized each of the items checked.

OFFICE/CLERICAL

- | | | |
|--|--|--|
| <input type="checkbox"/> Accounting/Auditing | <input type="checkbox"/> Executive Assistant | <input type="checkbox"/> Purchasing/Invoicing |
| <input type="checkbox"/> Accounts Payable | <input type="checkbox"/> Expense Reports | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> Filing | <input type="checkbox"/> Scheduling – Work, Meetings |
| <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Keyboarding/Typing | <input type="checkbox"/> Student Contact |
| <input type="checkbox"/> Budget | <input type="checkbox"/> Library | <input type="checkbox"/> Supervising |
| <input type="checkbox"/> Cashier | <input type="checkbox"/> Marketing/Advertising | <input type="checkbox"/> Training |
| <input type="checkbox"/> Coordinate projects | <input type="checkbox"/> Mathematics | <input type="checkbox"/> Travel Arrangements |
| <input type="checkbox"/> Create letters, forms on PC | <input type="checkbox"/> Office Supply Maintenance | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Create reports on PC | <input type="checkbox"/> Payroll | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Personnel/Human Resources | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Public Contact | |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Public Relations | |

PC HARDWARE/SOFTWARE

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Microsoft Office | <input type="checkbox"/> Payroll/Bookkeeping Software | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Access | <input type="checkbox"/> Purchasing Software | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Excel | <input type="checkbox"/> Training Software | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Outlook | <input type="checkbox"/> Troubleshooting | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> PowerPoint | <input type="checkbox"/> User Support | |
| <input type="checkbox"/> Word | <input type="checkbox"/> Windows | |

MEDIA/NETWORKING

- | | | |
|---|---|---|
| <input type="checkbox"/> Cable/Video Wiring | <input type="checkbox"/> Network Design/Maintenance | <input type="checkbox"/> Writer/Composer |
| <input type="checkbox"/> Design & Publication | <input type="checkbox"/> Printing | <input type="checkbox"/> Video Technology |
| <input type="checkbox"/> Instructional Design | <input type="checkbox"/> Telecommunications | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Internet/WWW | <input type="checkbox"/> Training | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Multimedia Technology | <input type="checkbox"/> Troubleshooting | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Network Administration | <input type="checkbox"/> Web Site Design | |

TRADES/POLICE

- | | | |
|---|--|--|
| <input type="checkbox"/> Cabinetry | <input type="checkbox"/> Lawn Equipment | <input type="checkbox"/> Special Events/Moving/Storage |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Locksmith | <input type="checkbox"/> Stationary Engineer/IT Specialist |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Masonry | <input type="checkbox"/> Steamfitting/Boilers |
| <input type="checkbox"/> Delivery/Pick-up | <input type="checkbox"/> Painting | <input type="checkbox"/> Trades Supervisor |
| <input type="checkbox"/> Driver – Car | <input type="checkbox"/> Physical Inventory | <input type="checkbox"/> Training |
| <input type="checkbox"/> Driver – Van | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Vehicle Maintenance/Repair |
| <input type="checkbox"/> Dry Wall | <input type="checkbox"/> Preventive Maintenance | <input type="checkbox"/> Welding |
| <input type="checkbox"/> Electrical Installation/Repair | <input type="checkbox"/> Roofing | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Groundskeeping | <input type="checkbox"/> Routine Building Repair | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Heavy Equipment Operation | <input type="checkbox"/> Safety Inspections | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> HVAC | <input type="checkbox"/> Security | |
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Sheet Metal | |

This information is collected for the purpose of applying for employment at College of the Siskiyous. Failure to provide this information will prevent the applicant from being considered for potential employment at COS. This information may be inspected, amended or corrected by contacting the Human Resources Department. This information is not generally available for public inspection. It will be shared only with other departments at COS, and with other entities as permitted by law and/or as authorized by you.

Please answer the following questions:

- | | Yes | No | |
|----|------------|-----------|---|
| 1. | _____ | _____ | Have you been awarded work- study for the year? |
| 2. | _____ | _____ | Have you ever been convicted of a sex or drug offense as defined in Ed Code 87009-87011? |
| 3. | _____ | _____ | 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). |
| 4. | _____ | _____ | Are you available to work on the Weed Campus? |
| 5. | _____ | _____ | 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.

SIGNATURE

DATE

Thank you for your interest in College of the Siskiyous!!

College of the Siskiyous is an Equal Opportunity Employer

TIME COMMITMENT- Please indicate which blocks of time you will be available during the current semester by placing an X in any of the times below. We will use this information when scheduling you.

	Mon	Tues	Wed	Thurs	Fri
8:00-9:00					
9:00-10:00					
10:00-11:00					
11:00-12:00					
12:00-1:00					
1:00-2:00					
2:00-3:00					
3:00-4:00					
4:00-5:00					
5:00-6:00					
6:00-7:00					
7:00-8:00					
8:00-9:00					
9:00-10:00					