

APPLICATION for the Student Employee TUTORING POSITION ONLY! Prescott Campus Only.

General Information

STOP! To apply for any on-campus student employment position other than tutoring on the Prescott Campus, you must get an application in person from the YC Student Employment Office nearest you.

To be eligible to apply, you must be enrolled in at least six credit hours during the regular fall or spring semesters. Student employees may work up to 25 hours a week (INS restricts international students to 20) during the fall or spring semesters. Students may work full time during breaks in between semesters, and summer (if not enrolled in summer classes).

Yavapai College is an equal opportunity institution and prohibits discrimination in employment or the delivery of services on the basis of race, color, national origin, age, religion, disability, sex, or any other legally protected status. In accordance with INS regulations, successful applicants must be legally able to accept work in the United States. In accordance with the Americans with Disabilities Act, requests for reasonable accommodation during the application or interview process should be made to the Student Employment Office.

You must complete all hiring documents before you will be authorized to begin work. Acceptable identification documents, as listed for the I-9, must be presented to staff within three business days of the date of hire. Your employment will be terminated if you do not complete and present documents as required.

General Instructions

Follow these instructions and spell-check your application before printing it. Read “How To Fill Out An Application” on our web site to assure that you are submitting a competitive application.

1. Carefully complete all parts of this application. If an item does not apply to you, type “NA” in that area. Resumes are not accepted in lieu of completed applications, but may be provided as supplemental information.
2. Date the application, print it, sign it, and bring it to the Student Employment Office (Prescott) or Financial Aid Office (Verde).

Personal Information

Last name	First name	Middle initial	Social Security Number	Home phone
Current address (number, street, and apartment)				Work phone
City		State		Zip
On-Campus Box Number (if applies)	E-mail address			
Have you ever been convicted of (or plea bargained to) a felony conviction? (circle one) YES NO If yes, please state nature, resolution and date of the cases(s). A conviction will not necessarily disqualify an applicant from the position sought.				
Are you 16 years of age or older? (circle one) YES NO	What is your major area of study at Yavapai College?		When do you expect to complete your studies at Yavapai College?	

Do you have a parent, step-parent or other relative who works at Yavapai College? YES? NO? If yes: Who? In which department?

Availability for Work

Student employees are prohibited from working during the time they are scheduled to be in classes. Please provide a copy of your class schedule *to your interviewer*, and discuss with him or her the work hours that you have available.

Please turn the page and complete the reverse side



Education		
Do you have a high school diploma or GED Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No		
List below any schools attended beyond high school <i>other than</i> Yavapai College.		
Name	Years completed 1 2 3 4	Degree received? If yes, name of degree.
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Employment or Volunteer History			
Note: Begin with your current or most recent position.		If you are presently employed, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
1. Employer name		City and state	Telephone number
Supervisor's name			
Date started	Date left	Reason for leaving	
Major duties			

2. Employer name		City and state	Telephone number
Supervisor's name			
Date started	Date left	Reason for leaving	
Major duties			

3. Employer name		City and state	Telephone number
Supervisor's name			
Date started	Date left	Reason for leaving	
Major duties			

Skills
Please list the computer software competencies you have, and any special skills that you feel might benefit an employer.

Notice: I certify that all answers given by me to the questions on this application are true and complete. I understand that the falsification, omission, or misrepresentation of fact on this application may be cause for denial of employment or immediate termination of employment if hired, regardless of when or how discovered.

Applicant signature

Date