



STUDENT FA APPLICANT-PLEASE COMPLETE
 FAFSA Completed: Yes ___ No ___
 Current Hartnell GPA: _____
 Current Units Enrolled: _____

Application for Student Employment on Campus

General Information and Instructions

Position applied for	Filing deadline
<ol style="list-style-type: none"> Applications are accepted only for positions that are currently open. Please type or print with black or blue ink. Fill out application completely. Incomplete or illegible applications may not be considered. Indicate the position title on each application. Allow a minimum of two weeks after the filing deadline to be contacted about your application status. Don't forget to sign and date your application. Contact us to request an accommodation, if needed. Information or documentation not solicited may not be considered. 	

Personal Information

Name	Last ↑			First ↑	Middle ↑	Other Name(s) Used ↑
Present Address	Number and Street ↑			City ↑	State ↑	Zip ↑
Telephone (Day)	()	-	E-Mail Address ↓			
Telephone (Evening)	()	-				

Education (List in reverse chronological order)

Did you graduate from high school or do you possess a GED or equivalent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, enter the highest grade you completed→
Name of Institution	Location City/State	Diploma/ Degree Received	Major

Foreign Languages

Speak	Write
Read	Fluency <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair

Office Skills - List typing speed and programs you can use proficiently

Typing Speed	_____ net wpm	Database
Word Processing		Internet
Spreadsheet		Other
Operating System		

Special Skills, Certifications or Licenses related to Job Applying for

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Employment and/or Volunteer Work History

List your experience, listing most recent employment first. If you had more than one position with the same employer, list each position separately. If more space is needed, continue on a copy or blank sheet of paper using the same format.

Position/Title				Employer			
Start Date		End Date		<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time		
Starting Salary	per			Ending Salary	per		
Supervisor's Name and Title				Telephone	()	-	
Address							
	Number and Street ↑			City ↑		State ↑	ZIP ↑
Description of duties performed							
Reason for leaving							
Position/Title				Employer			
Start Date		End Date		<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time		
Starting Salary	per			Ending Salary	per		
Supervisor's Name and Title				Telephone	()	-	
Address							
	Number and Street ↑			City ↑		State ↑	ZIP ↑
Description of duties performed							
Reason for leaving							

Certification and Agreement of Applicant (Please read carefully before signing.)

This application and all supporting documents become the property of Hartnell Community College District ("the District") and will not be returned.

Certification: I hereby certify that all statements made on this application and any attachments are true and complete to the best of my knowledge. I understand that any false, incomplete, or incorrect statement may result in my dismissal from employment with the District.

I authorize the District to investigate my references, work record, education, performance evaluations, or any other matters relating to my suitability for employment. I authorize and direct my former or current employers and educational institutions to release to the District any information they may have concerning my employment or education. I also authorize the District to obtain and review any documents or records, including driving records, which are applicable to my employment. I release the parties listed above from any and all liability related to supplying or gathering any information about my suitability for employment.

I also understand that an incomplete application may delay or prevent employment opportunities with the District. I hereby release the District, as well as those contacted by the District, from any liability or damage that may result from providing or using the information requested.

Today's Date	
Print your Name	
Signature	