APPLICATION FOR TEMPORARY EMPLOYMENT POSITIONS

SIERRA COLLEGE

HUMAN RESOURCES DEPARTMENT
5000 ROCKLIN ROAD, ROCKLIN, CA 95677 PHONE: (916) 660-7105

NOTE: APPLICATIONS REMAIN ACTIVE IN THE POOL FOR A PERIOD OF ONE YEAR

This application will be used to select applicants for interview(s). Please PRINT IN INK OR TYPE your responses completely and accurately. Print "N/A" on any section that is not applicable. Resumes and other relevant documents may be included with your application materials. Resumes are not accepted in lieu of this application. IF THIS APPLICATION IS UNSIGNED IT WILL BE GIVEN NO FURTHER CONSIDERATION. Please follow all instructions carefully. You must complete all sections of this application in order to be considered for these positions. Positions become available at various times throughout the year.

FINAL FILING DATE: OPEN AND CONTINUOUS

Name: ___________________________ Home Phone: ( ) ______________________
Last               First               Middle

Address: ___________________________ Business No.: ( ) ______________________
Number               Street/Box

City                  State                Zip

EMAIL ADDRESS: __________________________________________________________

P H L  EASE ✓ CHECK AVAILABILITY & LOCATIONS YOU WILL ACCEPT

NOTE: INDIVIDUALS CAN ONLY WORK UP TO 175 DAYS EACH ACADEMIC YEAR.

AVAILABILITY:    _____ Full-Time  ______ Part-Time  _____ Evening  _____ Day  _____ Weekend

WHERE YOU CAN WORK:  _____ Rocklin  _____ Grass Valley  _____ Roseville  _____ Truckee

P H L  EASE ✓ CHECK THE TYPES OF WORK YOU WILL ACCEPT

_____ Adaptive P.E. Assistant  _____ EMT/Instructional Aid
_____ Administrative Asst/Secretary  _____ Instructional Assistant (Specify Area)
_____ Admissions/Records Office Assistant  _____ Library Assistant
_____ Bus/Van Driver  _____ Lifeguard
_____ Custodial/Grounds Asst.  _____ Model (Art)
_____ Custodial/Grounds Asst.  _____ Instructional Assistant (Specify Area)

COMPENSATION: Minimum Wage to Step "A" on the Classified Salary Schedule (PAY RATE IS COMMENSURATE WITH TYPE OF EMPLOYMENT.)

SECTION I: EDUCATION

LICENSES AND/OR CERTIFICATIONS CURRENTLY HELD:

____________________________________________________________________________

COLLEGES, UNIVERSITIES TECHNICAL OR OTHER TRADE SCHOOLS ATTENDED:

Institution  Subject  Degree/Certificate  Dates

____________________________________________________________________________

Are you currently a Sierra College Student: _____YES _____NO
## SECTION II: SELF-ASSESSMENT

Please list or describe how your education, training and/or work experience enable you to do the job for which you are applying. List all knowledge, skills, and abilities you have as they relate to the type of temporary employment you are seeking. Use specific examples. Resumes and other relevant documents may be included with your application materials.

<table>
<thead>
<tr>
<th>Knowledge, Skills, Abilities</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## SECTION III: WORK HISTORY

Please list your work experience for the last five (5) years. List your present or most recent position first. You may include U.S. military and volunteer experience.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Address</th>
<th>Position</th>
<th>Full-Time</th>
<th>Part-Time</th>
<th>Dates: From: To:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer</th>
<th>Address</th>
<th>Position</th>
<th>Full-Time</th>
<th>Part-Time</th>
<th>Dates: From: To:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer</th>
<th>Address</th>
<th>Position</th>
<th>Full-Time</th>
<th>Part-Time</th>
<th>Dates: From: To:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## SECTION IV: REFERENCES

Names and addresses of persons who are familiar with your previous experience that we may contact:

<table>
<thead>
<tr>
<th>Name/Title of Reference</th>
<th>Mailing Address of Reference Including ZIP Code</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION V: TEMPORARY SUPPLEMENTAL FORM

Please read carefully and complete based on the following definitions below.

USE THE NUMBERS ON THE FOLLOWING RATING SCALE TO INDICATE YOUR LEVEL OF PROFICIENCY IN EACH TASK LISTED BELOW.

1. **HIGHLY SKILLED**: have demonstrated more than satisfactory performance level in this area.
2. **SKILLED**: have demonstrated satisfactory performance in this area.
3. **SOME SKILL**: would need re-training to return to a satisfactory performance level in this area.
4. **UNSKILLED**: would need training to achieve a satisfactory performance level in this area.
5. **NO SKILL OR KNOWLEDGE**: have never done this work and know nothing about this area.

### WORD PROCESSING/TYPING/COMPUTER SKILLS
- Microsoft Word
- WordPerfect
- Graphics
- Statistics
- IBM PC/Compatible
- MAC
- Internet

### RECEPTION SKILLS
- Public/student contact
- Single/ Multi-line phone (# of lines_) Switchboard/PBX

### FILING SKILLS
- Alphabetic
- Numerical

### FORMS PROCESSING

### ADMINISTRATIVE SKILLS
- Schedule meetings/appointment calendar
- Budget preparation
- Accounts payable/receivable
- Travel arrangements
- Bookkeeping
- Composing memos/letters
- Meeting minutes
- Supervisory experience
- 10 Key (touch/sight)
- Operate Cash register
- Research
- Payroll

**Student Serv. Exp:** __Fin Aid__ __Adm/Rec__ __EOPS__ __Counseling__ __Assessment__ __Disabled Serv__ __Other__

### PLANT OPERATIONS
- Vehicle Maintenance
- Custodial
- Grounds Maintenance
- Ability to lift over 20 pounds
- Ability to operate forklift
- HVAC
- Building Maintenance
- Driver (Bus___ Van___ Car___)

### SPREADSHEETS GRAPHICS/DATABASES
- MS Excel/Lotus 1-2-3
- MS PowerPoint
- dBase/MS Access
- Desktop Publishing
- Web Pages

### TECHNICAL / INSTRUCTIONAL
- Mailroom
- Library
- Multi Media/Aud/Visi
- Recycling
- Install/Repair Phones
- Lab Asst./ Tech
- Hazardous Materials
- Distance Learning
- Second Language
- Sign/Interpreter
- Lifeguard
- Phys. Ed.
- Coach
- Public Safety/Paramedic
- Security
- Dispatch
- Personnel
- Grants

### COMPUTER OPERATIONS
- Install/Repairs
- Hardware
- Programming
- Systems Analyst
- Unix / LAN /WAN

---

Revised 4/07
SECTION VI: CERTIFICATION:

It is mandatory that you provide the information in this section. It will be used solely for legal suitability purposes and will not be divulged to the Selection Committee.

YES  NO

Have you ever been convicted of a crime, including a sex or narcotics offense that would have any relevance to employment in the position for which you are applying? (If your answer is yes, please explain in detail on a separate sheet of paper, and include dates, places, and nature of each event.) Education Code Sections 87009, 87010 and 87011.

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.

PLEASE READ CAREFULLY AND SIGN THE FOLLOWING:

By signing this application below, I understand that I hereby give my permission and authorization for Sierra College to verify information concerning my past employment history and educational record, employment suitability issues, professional and personal references regarding work habits, conduct, particular skills and assignments, dependability, honesty, length(s) and type(s) of prior employment, suitability for reemployment, court conviction records, and/or other issues which may have a bearing on the decision to offer me employment at Sierra College.

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 Sierra College's rejection of my application, or termination of my employment. I also affirm that the information and answers were prepared solely by me. At the time of an interview, testing related to the job duties may be requested.

I understand that neither filing this application nor being granted an interview will create an employment contract between Sierra College and me. I also understand that if I am offered employment, it will be as a temporary employee, and that during the temporary period either Sierra College or I may terminate our employment relationship for any reason. If this application is unsigned it will be given no further consideration.

DATE: ____________________ SIGNATURE: _____________________

SIERRA COLLEGE THANKS YOU FOR YOUR INTEREST IN OUR DISTRICT
AT SIERRA COLLEGE WE FACILITATE LEARNING, INSPIRE CHANGE AND BUILD COMMUNITY

The District is an Equal Employment Opportunity Employer. Inquiries regarding the District Faculty & Staff E.E.O. Program and policies may be addressed to: Manager, Office of Equal Employment Opportunity, Sierra College, 5000 Rocklin Road, Rocklin, CA 95677 Phone: (916) 660-7105.

Revised 4/07
SECTION VI(b): Criminal History Statement: It is mandatory that you provide the information in this section. It will be used solely to determine employment eligibility and will not be divulged to the Selection Committee.

All employment offers are subject to a background clearance which includes, at a minimum, a careful evaluation of criminal history information to ensure prospective employees are clear of any criminal history that would indicate a risk to the safety or security of the campus community. A conviction does not necessarily disqualify an applicant from employment, however failure to disclose a conviction will result in disqualification. All applicants who are offered employment will be provided with a LiveScan Request form and be required to submit fingerprints electronically at a California Department of Justice LiveScan Station. The applicant is required to bear the cost of the LiveScan (typically $42).

#1. Have you ever been convicted of a crime other than traffic infractions?

☐ YES If YES, complete #2 and #3 below
☐ NO If NO, go directly to #3 below

CONVICTIONS YOU MUST INCLUDE:
- You must include a conviction even if you have received a release per §1203.4 of the Penal Code.
- You must include a conviction for a Vehicle Code violation if it resulted in a misdemeanor or felony conviction. (Examples: driving under the influence, hit and run, reckless driving)

CONVICTIONS YOU DO NOT NEED TO INCLUDE:
- You do not need to include a conviction for a Vehicle Code violation classified as an infraction or a parking violation. (Examples: simple speeding; running a stop sign, any parking violation)
- You do not need to include a conviction for an offense committed as a juvenile if the record has been sealed in accordance with section 1203.45 of the Penal Code.
- You do not need to include a conviction for a marijuana offense if the offense occurred more than two years ago and the record has been expunged or is eligible to be expunged pursuant to section 11361.5 of the Health and Safety Code.

#2. List details of each conviction including offense date, arresting agency, code section violated and date probation ends or ended. Use other side of paper if more space is needed.

<table>
<thead>
<tr>
<th>Offense Date</th>
<th>Arresting Agency</th>
<th>Code Section Violated</th>
<th>Date Probation Ends or Ended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#3. By signing below, I certify that I have listed all of my criminal convictions except for those exempted by law. I understand that if I provide false information about a conviction or fail to disclose a conviction I will be disqualified for employment. I further understand that if a substantive error or omission of a conviction is revealed after employment begins, I will be subject to immediate dismissal for cause.

Signature __________________________ Date Signed ________________

Print Full Name Legibly (one letter per box)
The information on this form is for statistical purposes only. Your cooperation in providing the requested information is appreciated. This information is kept separate and confidential and is not provided to the selection committee. Completion of this form is voluntary and will neither enhance nor detract from your opportunity for employment with Sierra College.

POSITION TITLE: TEMPORARY EMPLOYMENT

SEX (Please Check One): Male _____ Female _____

RACE/ETHNICITY (Please Check What Applies):

- American Indian/Alaskan Native: (Origins in any of the Native American Indian peoples of North America. Please specify tribal affiliation ________)
-Asian/Pacific Islander:
  - Asian Indian
  - East Indian/Pakistani: (Origins in any of the original peoples of the Indian sub-continent)
  - West Asian: (Origins of West Asian Americans from the Afghan, Arabian, Iranian, and Turkish Countries)
  - Cambodian
  - Chinese: (Origins in any of the original peoples of China)
  - Filipino: (Origins in any of the original peoples of the Philippine Islands)
  - Guamanian
  - Hawaiian
  - Japanese
  - Korean
  - Laotian
  - Samoan
  - Vietnamese
  - Other Asian: (Please specify ________ )

- Black/African: (Not of Hispanic Origin)

- Hispanic: (Includes Black individuals whose origins are Hispanic)
  - Mexican-Americans/Chicano: (Persons of Mexican culture or origin, regardless of race)
  - Latin American/Latino: (Persons of Latin American, South American, Cuban, Puerto Rican culture, regardless of race)
  - Other Hispanic/Spanish: (Persons of Spanish culture or origin, not included in any of the other Hispanic categories above) (Please Specify ________)

- White/Caucasian: (Origins in any of the White racial or ethnic groups of Europe, North Africa, or the Middle East)

CHECK ANY APPLICABLE:

- Disabled: (Persons with a physical or mental impairment which substantially limits one or more major life activities, or who has a record of such impairment, or who is regarded as having such impairment)

- Vietnam-Era Veteran: (Person who served on active duty for a period of more than 180 days, any part of which occurred between 8/5/64 and 5/7/75, and was discharged or released with other than a dishonorable discharge, or was discharged or released from active duty for a service-connected disability, if any part of such active duty was performed between 8/5/64 and 5/7/75)

- Disabled Veteran: (Person entitled to disability compensation under laws administered by the Veteran's Administration for Disability)

HOW DID YOU LEARN ABOUT THIS POSITION?

- Advertisement (Please specify source ________)
- Community Agency (Please specify ________)
- Craig's List
- EdJoin
- Friend or Colleague
- Job Line
- Professional Organization (Please specify ________)
- Self-Initiated
- Special Recruitment
- Vacancy Announcement
- Other (Please specify ________)

SIERRA COLLEGE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

EQUAL EMPLOYMENT OPPORTUNITY OFFICE
5000 Rocklin Road, Rocklin, CA 95677

EEO-6/07