

**Occidental College  
Application for On-Campus Student Employment**

*(Please complete and submit this form to the department you wish to be employed in)*

Position Applying for: \_\_\_\_\_ Date available to start: \_\_\_\_\_

First and Last Name: \_\_\_\_\_ Employee/Student ID #: \_\_\_\_\_

Lived First and Last Name: \_\_\_\_\_ Pronouns: \_\_\_\_\_

Local Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Current Class Standing: \_\_\_\_\_ Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior

Enrollment Status: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time  
Work Award? YES NO  
**(not applicable in Summer)**

**Check here if you are an International Student**

**HOURS OF AVAILABILITY:**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A.M.							
P.M.							

How many hours per week do you wish to work? (Max. 10 hrs./week during the academic semester): \_\_

Are you available for: (Check all that apply): \_\_ Fall Winter Break Spring Spring Break Summer

Are you a U.S. Citizen? \_\_ Yes \_\_ No If no, are you authorized to work in the U.S.? \_\_ Yes \_\_ No

**PLEASE NOTE: Original forms of identification will be required to prove your identity and eligibility to work in the U.S.**

**Special Skills/Experience:**

- \_\_\_\_\_ Typing w.p.m \_\_\_\_\_ (proficiency: modest \_\_\_\_\_ substantial \_\_\_\_\_)
- \_\_\_\_\_ IBM PC (proficiency: modest \_\_\_\_\_ substantial \_\_\_\_\_)
- \_\_\_\_\_ Mac PC (proficiency: modest \_\_\_\_\_ substantial \_\_\_\_\_)
- \_\_\_\_\_ Computer Programming (Languages: \_\_\_\_\_)
- \_\_\_\_\_ Word Processing (MS Word \_\_\_\_\_ Other \_\_\_\_\_)
- \_\_\_\_\_ Spreadsheet (MS Excel \_\_\_\_\_ Other \_\_\_\_\_)
- \_\_\_\_\_ Database (MS Access \_\_\_\_\_ Other \_\_\_\_\_)
- \_\_\_\_\_ Audio-visual equipment (Types: \_\_\_\_\_)
- \_\_\_\_\_ Writing (Type: i.e., creative, technical \_\_\_\_\_)
- \_\_\_\_\_ Fluency in second language (name of language: \_\_\_\_\_)
- \_\_\_\_\_ Other \_\_\_\_\_

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Please list relevant paid or volunteer work experience:

1. Employer/Department: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_  
Supervisor: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

2. Employer/Department: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_  
Supervisor: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

3. Employer/Department: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_  
Supervisor: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

**References:**

1. \_\_\_\_\_  
Last First MI Phone  
Relationship

2. \_\_\_\_\_  
Last First MI Phone  
Relationship

3. \_\_\_\_\_  
Last First MI Phone  
Relationship

I authorize you to contact my former employer(s) and/or references: Yes No

\_\_\_\_\_  
Signature of Applicant Date

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*We will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the city of Los Angeles' Fair Chance Initiative for Hiring Ordinance.*