Occidental College
Application for On-Campus Student Employment

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

Position Applying for: ___________________________ Date available to start: ____________

Full Name: ___________________________ Employee ID #: ____________

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:

<table>
<thead>
<tr>
<th></th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.M.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.M.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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______________________________________________________________
Occidental College
Application for On-campus Student Employment

Please list relevant paid or volunteer work experience:

1. Employer/Department: ____________________________
   Address: ____________________________
   Supervisor: ____________________________
   Position: ____________________________
   Phone: (_____) _______ - ________
   Dates of Employment: ____________

2. Employer/Department: ____________________________
   Address: ____________________________
   Supervisor: ____________________________
   Position: ____________________________
   Phone: (_____) _______ - ________
   Dates of Employment: ____________

3. Employer/Department: ____________________________
   Address: ____________________________
   Supervisor: ____________________________
   Position: ____________________________
   Phone: (_____) _______ - ________
   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

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.