



BUTTE-GLENN COMMUNITY COLLEGE DISTRICT DEPARTMENT OF HUMAN RESOURCES
APPLICATION FOR STUDENT EMPLOYMENT
(RETURN TO HUMAN RESOURCES OFFICE UPON HIRE)

PERSONAL INFORMATION (Please use ink & print legibly)

Date: _____ Butte ID: _____

Name: _____
Last, First Middle

Present Address: _____
Street / City / Zip Code

Home Phone: _____ Cell Phone: _____ E-mail: _____

EMPLOYMENT DESIRED

Department: _____ Date you can start: _____ Are you presently employed? Yes ☐ No ☐ May we contact your present employer? Yes ☐ No ☐ If no, why not? _____

EDUCATION-COLLEGE

Name/s & Location/s	Subjects Studied	Units Completed	GPA

EDUCATION-HIGH SCHOOL

Name/s & Location/s	Did You Graduate?	GPA

AVAILABLE WORK SCHEDULE

Type an X in each box you are **NOT** available to work.

Are you willing to change your schedule? Yes ☐ No ☐

CHECK ONE: ☐ FALL SEMESTER ☐ SPRING SEMESTER

	Monday	Tuesday	Wednesday	Thursday	Friday
8-9					
9-10					
10-11					
11-12					
12-1					
1-2					
2-3					
3-4					
4-5					

Please list any extra-curricular activities you're involved in. _____

Can you provide proof of eligibility to work in the U.S. at Butte College? ☐ Yes ☐ No

EMPLOYMENT HISTORY

Job Title	Employer Name & Address	Name of Supervisor	Phone	Dates (from/to)	Hourly Wage	Reason for Leaving
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REFERENCES (List below the names of three person not related to you, whom you have known at least 3 years)

Name	Occupation	Relationship	Phone	Years Known

Do you have any relatives currently working at Butte College? ☐ Yes ☐ No

Name	Relationship	Department

SUPPLEMENTAL QUESTIONS (please answer in your own handwriting)

1. What is your major? _____
2. What are your long-term career goals? _____
3. To date, what has been your greatest achievement? _____
4. Describe yourself in 3 words. _____
5. Please describe any work-related skills (typing speed, 10-key, computer software/hardware, certificates, training). _____

6. Why should we hire you? _____

NOTE: Your signature below authorizes Butte College to:

- 1) Contact your employers and references and
- 2) Investigate all statements contained in this application.

I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages, be terminated at any time without previous notice. Butte College is an Equal Opportunity Employer. Women, ethnic minorities, the disabled and other protected groups are encouraged to apply.

Signature_____
Date