



## Employment Application

### PERSONAL INFORMATION

Social Security # \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_ Birth Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
 \_\_\_\_\_  
City State Zip Code

Phone \_\_\_\_\_ Message # \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Bilingual Fluency? Yes  No  Language(s)? \_\_\_\_\_

Do you have other employment? Yes  No  How many hours per week? \_\_\_\_\_

Are you able to submit verification that you are a United States citizen or are eligible to work in the United States?

Yes  No

Alien Registration # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Have you ever been convicted of a crime, other than a minor traffic violation? (Note: Drunken driving, reckless driving, and hit-run driving are not considered minor traffic violations.) Yes  No  If "yes," explain below.\*  
 Note: A conviction is not an automatic bar to employment unless the conviction is for a crime that would prohibit your employment under provisions of the California Education Code.

### COLLEGE INFORMATION

At what college are you currently enrolled? \_\_\_\_\_ Year of school \_\_\_\_\_

Current credits/units this term \_\_\_\_\_ Current GPA \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

### JOB EXPERIENCE

Please rank from 1-5 (1 being the highest) which subject in which you feel most qualified to tutor

Math  Sciences  Reading  English

Previous employer \_\_\_\_\_ From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Job title/duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Previous employer \_\_\_\_\_ From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Job title/duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

*Remarks/Explanations

**DISCLOSURE**

The application form and all attached documents become official records of the Central Coast Cal-SOAP Consortium and Allan Hancock College, and cannot be returned. Please make a copy for your files before submitting. Applications for Cal-SOAP employment are subject to public disclosure laws and confidentiality of information contained therein cannot be assured.

**APPLICANT CERTIFICATION and AGREEMENT** (Please read carefully before signing)

I hereby certify that all statements made on this application and supplemental materials are true and complete to the best of my knowledge. I understand that any false, incomplete or incorrect statements may result in my dismissal from employment with Cal-SOAP.

I authorize Cal-SOAP and Allan Hancock College to investigate my references, work records, performance evaluations, education, 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 Cal-SOAP and Allan Hancock College any information they may have concerning me, whether or not it is in their records. I release the parties listed above from any and all liability related to this process of gathering information about my suitability for employment.

I understand that the work schedule and location may vary depending upon the needs of Cal-SOAP and the Allan Hancock College District.

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Applicant's Signature

Date

***Please return this application with 2 letters of recommendation and an unofficial transcript to Central Coast Cal-SOAP, %Allan Hancock College, 800 South College Drive, Santa Maria 93454-6966.***