



Student Employment Application

Providence Christian College
Office of Student Life
1056 E. Philadelphia St.
Ontario, CA 91761

Providence Christian College considers students for employment without regard to gender, race, color, national or ethnic origin, or disability. On-campus positions will be offered first to full-time resident students with financial need; additional positions will be available to other students as the college sees fit. Additional information may be required by the college if employment is offered and accepted. This application will remain strictly confidential and be used only to determine college employment.

Name: _____ **Birthday:** ___/___/___
Last First M.I.

Address: _____ **Gender:** ___M___F
Street

_____ **SS#:** ____-____-____
City State Zip Code

Home Phone # () ____-____ **Alternate/Cell Phone #** () ____-____

Email Address: _____ **Major/Minor:** _____

Student Classification: ___Fr. ___So. ___Jr. ___Sr. **Year:** 20____-20____

Have you ever been convicted of a crime? ___yes ___no If yes, please explain.

Please note that a conviction does not necessarily disqualify an applicant from employment.

Do you plan to live on campus? ___yes ___no

Work Preference (Identify 1st, 2nd, and 3rd choice):

- ___ **Office/Clerical** – answering phones, typing, filing, mailings, reception
___ **Landscaping/Maintenance/Custodial** – lawn/yard care, cleaning, equipment/vehicle repairs
___ **Teacher's Assistant** – copying, grading, typing, tutoring
___ **Admissions/Advancement** – phone calls, mailings, student/donor contacts, publications
___ **Library Assistant** – cataloguing, checking-in/out materials, computer entry, copying
___ **Food Service/Catering** – cooking, cleaning, serving, check-in

Number of Hours Preferred: ____ per week (Financial aid was figured at 10 hours/week; students may request work up to 15 hours/week if in good academic standing)

Work Dates Available: (check all that apply)

___ Fall Semester ___ Spring Semester ___ Christmas Break ___ Spring Break ___ Summer

Work Times Preferred: (check all that apply) ___ Mornings ___ Afternoons ___ Evenings

___ Weekdays ___ Weekends ___ No Preference ___ Other Requests (explain below)

Work Experience: (check all areas in which you have experience/competence)

typing filing phone skills web page design
 tutoring data entry publications library skills
 public relations cashier writing/editing computer skills
 computer repair cooking equipment repair photography/videography
 vehicle repair lawn care other: _____

Previous Work/Volunteer Experience:

1. Company/Organization _____ City/State _____
Description of Responsibilities _____

Dates of Employment: From _____ To _____ Reason for Leaving _____

2. Company/Organization _____ City/State _____
Description of Responsibilities _____

Dates of Employment: From _____ To _____ Reason for Leaving _____

Agreement of Employment:

By accepting a position with Providence Christian College, I fully understand and accept the following:

1. I understand that Providence has access to certain personal and educational information in order to make employment decisions. These may include previous work experiences, personal references, class schedules, grades, and college discipline records. This release does not include access to any confidential physical and mental health records, legal documents, and/or police records.
2. I understand to be eligible for the student employment program, I must participate in the electronic transfer/direct deposit of my payroll funds. I will provide Providence with the information required for this transaction before the end of the first pay period.
3. Due to the fact that student employment is part of the financial aid package, I understand that 50% of my gross wages will be applied to my student account balance (including college student loans). I can increase the percentage being applied to my student account at any time. When my student account balance and the current academic year's cost of attendance are paid in full, I can request that my full wages be paid to me.
4. I understand and agree to abide by the general requirements for student employees found in the student handbook, namely, to respect and obey those put in authority of me.
5. I certify that the information I have provided on this application is true and complete to the best of my knowledge.
6. I understand that as a part-time employee of the college, I am expected to perform at expected competencies in the position that I have been assigned. Failure to meet these competencies could result in dismissal or re-appointment.

Student Signature: _____ **Date:** _____

Co-Signature of Parent/Guardian: _____ **Date:** _____

(required of students under 18 years of age)