



STUDENT ASSISTANT/TUTOR-MENTOR SHORT-TERM EMPLOYMENT APPLICATION

Palomar College GEAR UP Partnership Program
1140 Mission Road, San Marcos, CA 92069
(760) 290-2526 – Fax# 744-0256

Name of position for which you are applying

Department (*GEAR UP*)

Answer all questions completely. An application, resumé, unofficial transcripts and school schedule must be submitted for position applied. All applications must be manually signed and dated in ink by the applicant.

PERSONAL INFORMATION

Social Security Number:

 - -

Student I.D. Number:

Last Name (*please print*)

First Name

Middle Name

Street Address

City

State

Zip Code

Home Phone Number

Alternate Phone Number

Email address

Professional or Teacher Reference

WORK HISTORY: List in order, beginning with the most recent position you have held. Include any previous work-study, other paid jobs, any work done to assist parents or teachers, and volunteer or committee work.

Name & City of Employer	Approx. Start & End Dates	Duties (brief description)

SKILLS ASSESSMENT: Check (✓) the types of work you have done and/or skills you possess.

Computer (Microsoft 2000/PC)

- () Word (word processing/labels)
- () Excel (spreadsheets/charts)
- () Access (database management)
- () PowerPoint (presentations/flyers)
- () Internet (web-site design)

General Office

- () Answering multi-phone lines
- () File organization/management
- () Bookkeeping/People Soft
- () File Maker Pro (database management)
- () Other _____

SUBJECT EXPERTISE ASSESSMENT: Check (✓) the subjects of proficiency/expertise.

Mathematics

- () Algebra
- () Geometry
- () Trigonometry/Algebra II
- () Pre-Calculus/Calculus

Science

- () Biology/Life Sciences
- () Chemistry/Physics
- () Physiology/Anatomy/Genetics

Foreign Languages

- () Spanish (all levels)
- () French (all levels)

English/Literature

- () Basic Composition/Technical Writing
- () Literature/Critical Thinking-Analysis

History/Political Science

- () World History/US History
- () Political Science/World Cultures
- () Other programs such as AVID, Upward Bound, GEAR UP, Student Leadership

Other Subjects

- () Behavioral Sciences (Psychology/Sociology)
- () Economics

- Do you have a legal right to work in the United States? Yes No
(Please note: All offers of employment are contingent upon satisfactory proof of your identity and legal right to work in the United States.)
- Do you have any relatives employed by Palomar College/Upward Bound? Yes No
If yes, please give name(s) _____
- Do you have reliable transportation to report to school sites, and adequate auto insurance? Yes No
- Have you ever been convicted of a crime? (misdemeanor/felony) Yes No
- Have you ever been fingerprinted? Yes No

IF STUDENT, I certify that I am enrolled in _____ units for the _____ semester, 20_____
 Major/Campus enrolled in _____, and my current G.P.A. is _____

I understand that any misrepresentation, falsification, or material omission of information in this application may result in my failure to receive an employment offer, or if I am hired, my dismissal from employment.

In consideration of my employment, I agree to conform to the rules and standards of the Palomar College GEAR UP program. I further agree that any employment I am offered will not be for any specified period of time and that my employment is "at will" and can be terminated at any time, with or without cause and with or without advance notice by myself or the GEAR UP Supervisor. I further understand and agree that the only manner in which the terms of this employment relationship may be altered is by means of a specific written agreement which is signed by myself and the Supervisor of GEAR UP. I further understand that no other employee, agent, or representative of the GEAR UP Program has the authority to enter into any oral or written agreement for employment for any specified period of time or to make any oral or written agreements or statements contrary to the foregoing.

 Applicant's Signature

 Today's Date

**Please attach copy of resume, school schedule and unofficial transcripts to application.*