



**HUMAN RESOURCE SERVICES**

**Employment Services**

1140 West Mission Road ♦ San Marcos, CA 92069-1487

Job Line: (760) 891-7201 ♦ Website: [www.palomar.edu/hr](http://www.palomar.edu/hr)

(760) 744-1150 x2200 ♦ Fax: (760) 761-3530 ♦ TDD: (760) 744-7671 ♦ [palomarjobs@palomar.edu](mailto:palomarjobs@palomar.edu)

**STUDENT AND TEMPORARY APPLICATION**

All sections of this application must be completed even with resume attached. Attach additional sheets if more space is required for any section. <b>PLEASE PRINT OR TYPE.</b>		<b>Date of Application</b>	<b>Preferred type of employment:</b> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>		
<b>Position(s) of Interest</b>		<b>Department(s) of Interest</b>			
<b>Name</b>					
Last	First	Middle			
<b>Address</b>					
Street	City	State	Zip Code		
( ) Home Phone	( ) Work Phone	( ) Cell Phone/Pager	- - Social Security Number		
<b>Email Address</b> Providing your email allows us to contact you 1-2 weeks after the close date to notify you that we have received your application.					
Have you ever been a student or employee – permanent, faculty, short-term, adjunct or substitute – at Palomar College? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, full name(s) used:					
Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, do you have appropriate authorization to work in the U.S.A.? <input type="checkbox"/> Yes <input type="checkbox"/> No				Work documentation type or visa <u>and</u> expiration date (if not a U. S. citizen):	
<b>Educational Background</b> Total number of years completed: _____					
School Attended	Name & State or Location	Course or Major	# Years/Units Completed	Did you graduate?	Degree or Diploma
College			Units completed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School			Years completed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Fluency in languages other than English:</b>		<b>Other Special Training or Skills</b> Such as machine operations, office skills, computer programs, etc.			
<b>Military Service</b> Branch of service: _____ Active duty from: _____ to: _____					
If required for this position, please indicate your <b>California Driver's License Number</b> and expiration date: Number: _____ Expiration Date: _____					
<b>Licenses or Credentials:</b> List any applicable technical or professional licenses and/or credentials you hold.					
Name or Type	Date Issued	Where Issued	Expiration Date		

**Employment History:** List all employers, assignments, or volunteer activities, including Palomar College employment, performed within the last 10 years, beginning with your current or last employer. Also list any positions or volunteer experience held more than 10 years ago that specifically relate to the duties of the position for which you are applying. Please attach additional sheets as necessary to cover your remaining work history.

**Please fill out all sections; do not say "SEE RESUME".**

<b>1. Present or Last Employer</b>		Dates Employed	Summarize the nature of the work you performed and your job responsibilities; attach additional sheets if necessary.
		From (Mo/Yr) To (Mo/Yr)	
Position Title		Hours Worked per Week	
Address		Final Hourly Wage or Salary	
		\$	
( ) Telephone	Supervisor's Name and Title		
Reason for leaving:			
<b>2. Employer</b>		Dates Employed	Summarize the nature of the work you performed and your job responsibilities; attach additional sheets if necessary.
		From (Mo/Yr) To (Mo/Yr)	
Position Title		Hours Worked per Week	
Address		Final Hourly Wage or Salary	
		\$	
( ) Telephone	Supervisor's Name and Title		
Reason for leaving:			
<b>3. Employer</b>		Dates Employed	Summarize the nature of the work you performed and your job responsibilities; attach additional sheets if necessary.
		From (Mo/Yr) To (Mo/Yr)	
Position Title		Hours Worked per Week	
Address		Final Hourly Wage or Salary	
		\$	
( ) Telephone	Supervisor's Name and Title		
Reason for leaving:			

STUDENT AND TEMPORARY APPLICATION

<b>4. Employer</b>		Dates Employed From (Mo/Yr) To (Mo/Yr)	Summarize the nature of the work you performed and your job responsibilities; attach additional sheets if necessary.
Position Title		Hours Worked per Week	
Address		Final Hourly Wage or Salary \$	
( ) Telephone	Supervisor's Name and Title		
Reason for leaving:			
<b>5. Employer</b>		Dates Employed From (Mo/Yr) To (Mo/Yr)	Summarize the nature of the work you performed and your job responsibilities; attach additional sheets if necessary.
Position Title		Hours Worked per Week	
Address		Final Hourly Wage or Salary \$	
( ) Telephone	Supervisor's Name and Title		
Reason for leaving:			
<b>Skills and Qualifications:</b> List any special skills, qualifications, and other experiences that may qualify you for employment at Palomar College. Attach additional sheets if necessary.			

**References:** List three professional references **other than family members or previous supervisors** who have current knowledge of your ability to meet the requirements of this position.

Name	Position Title	Telephone	Address
		( )	
		( )	
		( )	

Governing Board Policy 106 requires disclosure of the following:

**Are you related by blood, adoption or marriage to any person presently employed by or affiliated with Palomar College in any capacity?**  Yes  No **If yes, please list all relatives and relationship (attach additional sheets for additional relatives):**

**Name of Relative** \_\_\_\_\_ **Relationship** \_\_\_\_\_

To view the District's nepotism policy, visit [www.palomar.edu/GB/manuals/BoardMan.pdf](http://www.palomar.edu/GB/manuals/BoardMan.pdf) (B.P. 106 - Nepotism)

**Applicant Certification and Waiver**

I certify under penalty of perjury under the laws of the State of California that all statements in my application for employment and any other information or documentation submitted in conjunction with my application for employment are true and complete to the best of my knowledge. I understand that false or incomplete statements or omissions of material facts in conjunction with this application for employment shall be cause for refusal of employment, or, if employed, cause for immediate dismissal.

I understand that, as part of the interview process, a thorough and complete background investigation may be conducted regarding my character, general reputation, professional characteristics, employment, work habits and educational background.

I authorize agents of Palomar Community College District to investigate and verify all statements made on this application to include contacting my previous employers and references provided by me. I further authorize my previous and current employers, as well as all educational institutions that I attended, personal references, and public or private agencies that have issued me either a professional or vocational license to release to the Palomar Community College District, any and all records and other information maintained in their custody and control and which regard any and all aspects of my employment relationship, history and educational background with said employers, educational institutions, personal references and public or private agencies. I understand and acknowledge that this authorization may permit positive as well as negative information to be released to the Palomar Community College District from the individuals listed as references herein and the agents or employees of my former employers to answer any inquiry relevant to my application, and I hereby release the foregoing individuals from liability for responding to such inquiries.

**I understand that this application is not a contract, and it is not an offer of employment. If I am offered employment, such offer may be conditioned on submission to a physical or medical examination and my meeting lawfully required physical or medical standards for employment. I understand that if the District extends a tentative offer of employment to me, my fingerprints will be taken and I will be subject to a fee for a criminal records check. I also understand that a formal offer of employment will be contingent upon the results of the criminal records check. I also understand that if employed I will be required to submit verification of my identity and authorization to work in the United States of America within three working days after employment begins, and that additional information about me will be required for statistical purposes.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

