

## On-Campus Student Employment

1.

- ✓ Go to **Job Opportunities** link

<https://siskiyous.hiretouch.com/>

2.

- ✓ Look for a listing of available positions under “**STUDENT WORKER**” link
- ✓ Then download the Student Worker Application Packet

3.

- ✓ Complete the Student Worker Application Packet
- ✓ Bring the completed packet with resume\* to the **Financial Aid Office** – John Mantle Student Center Building

4.

- ✓ **Financial Aid staff** will review and sign-off on the application
- ✓ Take student application packet to department to let them know you are interested in employment in their department

5.

- ✓ If selected, the supervisor will sign off on the application
- ✓ Take the completed application packet to Human Resources (John Mantle Student Center Building) and complete the Hire Packet

\*Resume assistance can be found at <http://resume.monster.com/>



## College of the Siskiyous Student Worker Application

Name: \_\_\_\_\_ S#: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please answer the following questions:**

Are you available to work on the Weed Campus?       Yes       No

Are you available to work on the Yreka Campus?       Yes       No

**Please read carefully and sign the following:**

The information and answers I have included in this application are true and correct to the best of my knowledge. I understand that omitting or misrepresenting any information required for this application will result in the rejection of my application or termination of my employment. I also affirm that the information and answers were prepared solely by me.

I authorize College of the Siskiyous to investigate my reference, work record, education, or any other matters relating to my suitability for employment. I also authorize my former employers to provide College of the Siskiyous with this information.

I understand that neither filing this application nor being granted an interview will create an employment contract between the College of the Siskiyous and me.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## New & Returning Student Workers

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

This student is eligible for Federal Work Study and is awarded

\$ \_\_\_\_\_

This student is **NOT** eligible for Federal Work Study

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Work Study Student

I have agreed to hire the above named student using Federal Work Study funds – **Verification form MUST be attached.**

Dates of Employment: Beginning: \_\_\_\_\_

Ending: \_\_\_\_\_

Position Title: \_\_\_\_\_

Budget #: 786520-6520- \_\_\_\_\_

Prospective Supervisor's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Prospective Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## District Student Worker

I have agreed to hire the above named student using district/grant funds

Dates of Employment: Beginning: \_\_\_\_\_

Ending: \_\_\_\_\_

Position Title: \_\_\_\_\_

Budget #: \_\_\_\_\_

Prospective Supervisor's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Prospective Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_