

STUDENT EMPLOYMENT APPLICATION

Office of Financial Aid

1325 N. College Avenue
Claremont, CA 91711
909.447.2504 FAX 909.447.6247

An Affirmative Action/Equal Opportunity Employer



CLAREMONT
SCHOOL OF THEOLOGY

EMPLOYMENT INTEREST

Position Title:

Where did you hear about the position for which you are applying:

Name: Last, First, Middle Initial.

Soc. Sec. # (Voluntary)

Permanent Telephone No
()

Address: Number, Street, Apartment or Space Number

Campus Telephone No.
()

City, County, State, Zip Code

Date of Birth:

Email Address:

Do you have the legal right to work in the United States? Yes No

Have you been previously employed by the Claremont School of Theology (CST)? Yes No
(If yes, list dates/positions/departments)

Have you worked under name(s) other than stated above? Yes No
(i.e.: Maiden Name, Previous Married Name etc) If yes, please list:

Are you related to any current CST employee(s)? Yes No If so, please identify.

Name: _____ Dept. _____

Respond only if driving is an essential function of the position for which you are applying.

Do you have a valid California Driver's License? Yes No Expiration Date:

If 'yes', please identify type: Class A Class B Class C

Please provide a DMV printout of your driving record.

If 'no', is there anything that would prohibit you from obtaining a California Driver's License?

Have you ever been convicted of a crime? Yes No

(You may omit minor traffic violations, any offense committed prior to your 18th birthday adjudicated in a Juvenile Court or under a youth offender law, or any incident that has been sealed under Welfare and Institutions Code Section 781 or Penal Code Section 1203.45.) If "Yes," please complete the attached Conviction Disclosure Form. A "Yes" answer does not automatically disqualify you from receiving consideration for employment

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| EDUCATION AND SPECIAL TRAINING | | | | | |
|---|--------------------------|-----------------------------|--------------------|--------------------------|-----------------------------------|
| Name(s)/Location(s) of Colleges or Universities Attended | Major | Specialization Within Major | Date Grad | | Degree Earned |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Name(s)/Location(s) of Business, Technical or Trade Institutions Attended | Course of Study | | To | From | Certificates or Licenses Obtained |
| | | | | | |
| | | | | | |
| | | | | | |
| Current Professional Licenses or Certificates – | | | | | |
| Specify type(s) | | | Expiration date(s) | | |
| | | | | | |
| | | | | | |
| ADDITIONAL QUALIFICATIONS (Please be specific.) | | | | | |
| Special Related Skills (e.g., language or clerical skills, statistical analysis, etc.) | | | | | |
| | | | | | |
| Related Equipment Which You Operate Proficiently (e.g., machine transcription, 10-key calculator, electronic typewriter, word processor, etc.) | | | | | |
| | | | | | |
| Computer Knowledge and Ability: | | | | | |
| Hardware | Familiarity | Proficiency | Software | Familiarity | Proficiency |
| | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |

| |
|---|
| <p>Have you ever been fired or asked to leave your employment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, explain</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|---|

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EMPLOYMENT THE EMPLOYMENT HISTORY MUST BE COMPLETED IN DETAIL EVEN THOUGH A RESUME MAY BE INCLUDED OR REQUIRED. THANK YOU.

Beginning with your present job, list all employment activity for the past 10 years. Each promotion should be identified as a separate job. Earlier relevant experience may also be included. Attach additional sheets if necessary.

| | | | |
|--|------------------------------------|-------------------------------------|-------------------------|
| Dates of Employment From _____ To _____ mm/yy mm/yy Average Hr. per week _____ Last Salary _____ (Annual, hourly, weekly) Commissions/OT _____ | Name of Employer | | Telephone No. () |
| | Address | | City, State, Zip Code |
| | Supervisor's Name | | Your Working Title |
| | Title | | |
| | Duties Performed | | |
| | Number of People You Supervised | Reason For Seeking Other Employment | |

| | | | |
|--|------------------------------------|-------------------------------------|-------------------------|
| Dates of Employment From _____ To _____ mm/yy mm/yy Average Hr. per week _____ Last Salary _____ (Annual, hourly, weekly) Commissions/OT _____ | Name of Employer | | Telephone No. () |
| | Address | | City, State, Zip Code |
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| | | | |
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| | Supervisor's Name | | Your Working Title |
| | Title | | |
| | Duties Performed | | |
| | Number of People You Supervised | Reason For Seeking Other Employment | |

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Employment Application**

Additional Comments or explanations from above continued: _____

AVAILABILITY

Saturday Hours: Yes No

Evening Hours: Yes No

Date Available to Begin Work:

Weekly Hours Requested:

I understand that all offers of employment are contingent upon verification of my identity. I hereby certify that the information contained in this application and all supplemental support documents is accurate and truthful to the best of my knowledge and belief. I understand that the misstatement or omission of pertinent facts or information may disqualify me from employment consideration with **Claremont School of Theology** and if hired, may be grounds for dismissal. I understand that this application and all supplemental support documents become the property of the School, and that the information provided herein will be used for the purpose of employment in accordance with the Information Practices Act of 1977.

Signature _____

Date _____

Office Use Only:

Date:

Interview Comments:

