

# Associated Students of Everett Community College Employment Application

<b>Date</b> _____	<b>Student Identification Number</b> _____	
<b>Name</b> _____		
<b>Mailing Address</b> _____		
_____ <b>Phone Number</b> _____		
<b>Position(s) applying for</b> _____		
<b>How did you learn about job opening(s)?</b>		
<input type="checkbox"/> Student Activities Job Brochure	<input type="checkbox"/> Clipper	<input type="checkbox"/> Friend
<input type="checkbox"/> Poster/Bulletin Board	<input type="checkbox"/> Other _____	<input type="checkbox"/> Advisor
<b>Credit Hours this Quarter</b> _____	<b>Next Quarter</b> _____	
<b>Are both your Cumulative and Last Quarter GPA over 2.5?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Major area of Study</b> _____		
<b>Expected Date of Graduation</b> _____		
<b>**Please include resume with application, if available.</b>		

## Employment History

Begin with most recent positions/experiences. Please include both paid and volunteer experiences. Continue on a separate sheet of paper if more space is needed.

<b>Organization</b> _____	<b>From</b> _____	<b>To</b> _____
<b>Job Title</b>	_____	
<b>Duties</b>	_____	
	_____	
Reason for Leaving	_____	
<b>Organization</b> _____	<b>From</b> _____	<b>To</b> _____
<b>Job Title</b>	_____	
<b>Duties</b>	_____	
	_____	
Reason for Leaving	_____	
<b>Organization</b> _____	<b>From</b> _____	<b>To</b> _____
<b>Job Title</b>	_____	
<b>Duties</b>	_____	
	_____	
Reason for Leaving	_____	

# Skill Inventory

Please grade your experience in the following areas. Use the following scale:

0 = No experience  
 1 = Some familiarity

2 = General competence  
 3 = Considerable experience

_____ Management Skills	_____ Graphics/Layout
_____ Leadership Experience	_____ Written Communication
_____ Public Relations	_____ Computer Applications
_____ Budgeting	Programs: _____
_____ Public Speaking	_____
_____ Publicity/Advertising	_____
_____ Time Management	_____
_____ Student Government/Student Activities	_____ Other _____
_____ Interpersonal Communication	_____ Other _____
Typing Speed _____ Words Per Minute	

**On a separate sheet of paper, please answer the following questions as completely as possible and attach to this application:**

1. Why are you interested in this position and how do you hope to contribute to Student Activities?
2. How do you hope to benefit from the experience of this position?
3. What skills or experiences do you have that relate to this position?
4. How much time are you willing/able to commit to this position?
5. Please list at least three (3) references that are not related to you.

I certify that the information given in this application is true, and acknowledge that any misrepresentation and/or withholding of information may result in rejection of this application or may be considered just cause for discharge if discovered after employment begins. I also understand that incomplete applications may not be considered.

\_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature



## Office Use Only

### Interview

Yes  
 Date/time \_\_\_\_\_

No

Application Withdrawn

Application Not Accepted  
 (reason below):  
 \_\_\_\_\_

### Job Offer

Yes  
 Date \_\_\_\_\_

No

Offer Accepted  
 Date \_\_\_\_\_

Offer Denied  
 Date \_\_\_\_\_

### Comments

The Associated Students of Everett Community College are an Equal Opportunity/Affirmative Action Employer.