

El Camino College – Learning Resources Center  
Employment Application

**MATERIALS REQUIRED WITH APPLICATION**

1. Resume (if possible)
2. Availability grid & copy of class schedule
3. FWS Approval Notice (if applicable)

**EMPLOYEE INFORMATION**

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

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

\_\_\_\_\_

Home Phone#: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Units currently enrolled: \_\_\_\_\_ Major: \_\_\_\_\_

Expected completion date: \_\_\_\_\_

**PREVIOUS EMPLOYMENT HISTORY**

(Use additional pages, if needed.)

Have you worked for El Camino College before?      No ☐      Yes ☐

IF yes – Dates of employment: \_\_\_\_\_ For which department? \_\_\_\_\_

Supervisor: \_\_\_\_\_

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Company Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Dates of Employment:

Start/End: \_\_\_\_\_ Job Title: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

\_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

(continue on next page)

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Company Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Dates of Employment:

Start/End: \_\_\_\_\_ Job Title: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

\_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

(to include additional work history, add pages if needed)

**EDUCATION**

Please check appropriate box

Highest level of completed education:     High School ☐                      College ☐

High School: \_\_\_\_\_ City/State: \_\_\_\_\_

Year Graduated: \_\_\_\_\_

College \_\_\_\_\_ City/State \_\_\_\_\_

Year Graduated: \_\_\_\_\_ Degree: \_\_\_\_\_

**SCHEDULE OF AVAILABILITY**

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

**EMERGENCY CONTACT**

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

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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### SKILLS & QUALIFICATIONS

#### Languages

List and check the appropriate column

Spoken Languages (not including English)	Fluent	Familiar	Somewhat Familiar

#### Knowledge of Computer Hardware

Check or list as appropriate

Hardware	Fluent	Familiar	Not Familiar	Operating Systems	Self Taught? (yes/no)	Computer Courses (list courses)
PC						
Mac						

#### Knowledge of Computer Programs

Check or list as appropriate

Programs	Fluent	Familiar	Not Familiar	Version	Self Taught? (yes/no)	Computer Courses (list courses)
MS Word						
MS Power Point						
MS Excel						
Adobe Photoshop						
Internet						
Other Programs (list)						



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OFFICE USE ONLY

Position: \_\_\_\_\_ Location: \_\_\_\_\_

Casual: ☐ Student: ☐ Work Study: ☐ CalWorks: ☐ Volunteer: ☐

Verification Letter: ☐

Materials Received:

Application: ☐ Resume: ☐ availability grid: ☐ class schedule: ☐

Application Taken By: \_\_\_\_\_ Date: \_\_\_\_\_

Interview Scheduled for: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Interviewer: \_\_\_\_\_

LMTC Skills Test? Date: \_\_\_\_\_ Time: \_\_\_\_\_ Result: \_\_\_\_\_

Hire? Yes ☐ No ☐

Date turned in to division office: \_\_\_\_\_

Date cleared by HR: \_\_\_\_\_

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