

Mt. San Antonio College
 The Writing Center
 Front Desk/Lab Assistant Application

Section I: Personal Information

Last Name:	First Name:	M.I.:	Date of Application:	OFFICE USE - Date Rec'd:
Address:			Subject(s):	
City/State/Zip:			Email:	
Student ID Number:			Telephone #: ()	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			Best hours to call:	
Age: 18-years-old or older? <input type="checkbox"/> Yes <input type="checkbox"/> No			Other Telephone #: ()	
How many units are you taking?			Best hours to call:	
Check which applies: <input type="checkbox"/> US citizen <input type="checkbox"/> permanent resident			Have you applied to be a tutor before? <input type="checkbox"/> No. <input type="checkbox"/> Yes.	
<input type="checkbox"/> work permit <input type="checkbox"/> F1 VISA <input type="checkbox"/> other			Month/Year (or semester) _____	
			Are you related to any employee of the college?	
			<input type="checkbox"/> No. <input type="checkbox"/> Yes, name: _____	

Section II: Work Experience

<i>Please list your most recent employment first.</i>	
Company Name:	Job Title:
Address:	Supervisor's Name:
City/State/Zip:	Telephone:
Duration of employment: Start Date _____ End Date _____	
Reason for leaving:	
Company Name:	Job Title:
Address:	Supervisor's Name:
City/State/Zip:	Telephone:
Duration of employment: Start Date _____ End Date _____	
Reason for leaving:	
Please list any additional experience, training, and/or other facts that you believe are relevant to this position:	

Section III: Education

Please check the highest level of education completed: <input type="checkbox"/> High School <input type="checkbox"/> Some College <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Some graduate work <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctorate Degree <input type="checkbox"/> Other degree(s): _____
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Section IV: Required Supporting Document

The following documents are required for consideration in addition to your application: <input checked="" type="checkbox"/> Your requested work schedule
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Section V: Additional Questions

1. Please describe any secretarial and receptionist experience you may have, including answering phones, running the front desk, customer service, managing appointments.

2. What experience do you have with technology and computers? Please describe your computer skills.

3. How comfortable are you helping others with technical/computer problems?

4. Do you hold other jobs? Yes No; if yes, # of hours per week:

5. Are you involved in (please check all that apply): Athletics:

Associated Students Campus Club: _____

Off-campus club/organization: _____

6. Have you ever been convicted of a felony or a misdemeanor? Yes No. A response of "yes" does not necessarily prevent your application from being considered.

The information provided in my application for employment is true and complete. I understand that if I am employed, any false statements on the application and any supporting documents will be considered sufficient cause for dismissal.

X

Applicant

Return this completed application packet to
The Writing Center
Building 26B, Room 1561A.

It is policy of Mt. San Antonio College that harassment is prohibited and that all persons shall receive equal employment and educational opportunities without regard to sex, race, color, ancestry, religious creed, national origin, age (over 40), medical condition (cancer), mental disability, physical disability (including HIV & AIDS), marital status, sexual orientation, or Vietnam Era Veteran Status. This nondiscrimination policy covers Family and Medical Care Leave and Pregnancy Disability Leave.

Mt. San Antonio College is an Equal Opportunity Employer.