

# **Application For Student Employment**

Application Instructions:			For Office Use Only	
<ol> <li>Please print in blue ink or type.</li> <li>Complete all sections. Incomplete applications may be ignored.</li> <li>Questions? Call the Office of Student Employment at (661) 259-3540, ext. 3716.</li> </ol>				
			Social Security Number	
Last Name	First N	lame		Middle Name
Former / Other Last Name		Professed	First Name (If different from	m above)
Politici / Other Last Name		Fielefied	riist Name (1) uijjereni jroi	n uvove)
Permanent Address				Permanent Phone Number
City	State		Zip Code	Country (if not U.S.A.)
Current / Temporary Address (Valid until	/)		1	Current Phone Number
City	State		Zip Code	Country (If not U.S.A.)
Education	I			
What is your Educational Objective?				
			ntial Anticipated graduation	
For which semester are you currently regis For how many units are you registered?				Grade Level? (Fr, So, Jr, Sr, Gr)
What is your intended major and/or empha				
List any courses which you have taken that	t might be relevant	to the posi	ition(s) for which you are ap	oplying:
GENERAL INFORMATION				
Please indicate the periods in which you wo □ Fall Semester □ Spring Semester □ S			Are there any dates during	that period that you cannot work?
Would you be able to perform all of the es  ☐ Yes ☐ No If not, please explain:	sential functions of	the positio	on(s) applied for?	
bail or on your own recognizance pending  ☐ Yes ☐ No If yes, please explain:	trial for any crime	related to d	dishonesty or violence?	ssault or etc.), forgery, or theft, or are you out on
If a job requires driving, do you have a val  ☐ Yes ☐ No If yes, please indicate  Note: A record of infractions may result in denial of	the issuing state as	nd driver's	license number:	
Work Interests				
Position interests (State specific position of	type of position.):			
What are your long-range career goals?				
If offered employment, will you be able to pro-	rovide proof that you	have the le	egal right to work in the Unite	ed States?

## WORK EXPERIENCE

Have you ever worked for The Master	r's College? □ Yes □ No	If yes, please list your most recent position and department:			
Position:		Department:			
Dates of Employment:		Was this a Work Study position? ☐ Yes ☐ No			
Other Previous Work Experience:					
DATES OF EMPLOYMENT, WAGE RATES, AND HOURS WORKED	OCCUPATION, DESCRIPT PERFORMED, AND NUMBER O				
From/	Your Title:  Your Duties:  Number of People Supervised:  Your Title:  Your Duties:  Number of People Supervised:	Address:			
SKILL LEVELS  Please place an $H, M$ , or $L$ next to each	area in which you have experience of competency; $M = Some$ experie	Technical Audio-visual Computer hardware / Cabling Computer software, specify programs: Photography Janitorial Other Child-care / Baby-sitting Commercial driver's license			

#### THE MASTER'S COLLEGE \* APPLICATION FOR STUDENT EMPLOYMENT

#### APPLICANT'S STATEMENT

- I certify that answers given herein are true and complete to the best of my knowledge and are subject to verification.
- I authorize educational institutions, previous employers and other organizations named in this application to provide The Master's College with any information that may be required to arrive at an employment decision. I release The Master's College, its employees, officers and designees, from any and all liability resulting from any employment decision which The Master's College bases upon such information. I understand that a "Status and Record" report inquiry from the DMV may also be made if I am considered for a position which requires driving.
- I understand that my application for employment will not be considered if it is deemed to be significantly incomplete.
- I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an "AT WILL" nature, which means that the Employee may resign at any time and the Employer may discharge Employee, make any other employment alteration, including promotion, demotion, transfer, working assignment, working condition, compensation or any other employment decision, regardless of scope and/or nature, at any time with or without cause, with or without notice.
- I understand and agree that any material misrepresentation or any material omission of fact in my application may be justification for denial of employment or for termination from employment. I authorize The Master's College to investigate my entire work history and verify all data given in my application, related papers, or oral interviews to be true and complete.
- I have read and agree with the school's doctrinal statement and embrace it as a practical guide for Christian living. If hired, I agree to conform to all current and future rules and regulations of The Master's College.

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- I commit to the provisions of the Applicant's Statement; and
- All information on this application is true and correct to the best of my knowledge.

Sionature:	Date:	/ /

Return this completed application to:

Office of Student Employment, Box #25 The Master's College 21726 Placerita Canyon Road Santa Clarita, CA 91321-1200

#### THE MASTER'S COLLEGE \* APPLICATION FOR STUDENT EMPLOYMENT

### NOTIFICATION TO APPLICANTS CONCERNING THE AMERICANS WITH DISABILITIES ACT (ADA)

Some applicants are not aware that The Master's College and Seminary interviewers cannot ask them whether they have disabilities that are protected under the Americans with Disabilities Act (the ADA) or if they may require reasonable accommodations for such disabilities. Applicants may also not realize they should give advance notice of the need for accommodations in the employment process (such as when taking tests or being interviewed). In order to prevent any misunderstanding or embarrassments The Master's College and Seminary wishes to advise you of the following:

If you have a protected disability (as defined by the ADA), our organization is required to provide you with reasonable accommodation for these purposes:

- a. To ensure you can apply for employment; and
- b. To enable a qualified individual with a disability to perform essential job functions.

In the employment process, reasonable accommodation is any modification or adjustment to the employment process that makes it possible for you to apply for employment. In job performance, reasonable accommodation is any modification or adjustment to the job, the work environment, or the way things are usually done that makes it possible for a qualified person with a disability to perform the essential functions of the job.

If you believe such an accommodation is needed, please tell your interviewer, and indicate the type of accommodation you feel would be <u>effective</u>. For certain types of accommodations to permit you to apply for employment (such as providing a reader or interpreter), we will need reasonable advance notice.

By law, we are not permitted to ask you if you need accommodation or have a protected disability.

Questions regarding these issues should be directed to:

Human Resources Department The Master's College 21726 Placerita Canyon Road Santa Clarita, CA 91321-1200 805/259-3540 ext. 478