



Cypress College  
 Learning Resource Center  
 9200 Valley View Street  
 Cypress, CA 90630



**FRONT COUNTER**

Position Applying For

Date

**APPLICATION FOR SHORT-TERM HOURLY EMPLOYMENT**

This application is used in the selection process and all sheets must be completed.

**Please attach your resume with your education and work experience to application.**

<b>Qualifications</b>
<u>Student Assistants must exhibit:</u> Effective, positive, and clear face-to-face and phone communication Solid independent and collaborative work ethics Multi-tasking capabilities (e.g. handle large volumes of phone and walk-in inquiries) Responsible, dependable, and punctual behaviors Basic computer familiarity Professional demeanor in attitude and dress

<b>Prerequisites to Employment</b>
Full-time enrollment in the North Orange County Community College District (minimum 12 units)

<b>1. APPLICANT</b>			
Last	First	Social Security Number	
Address	City	State/ZIP	Phone Number
Date of Birth	NOCCCD Student ID Number		Email Address

Are you a citizen or national of the United States?

Yes

No

Are you a Lawful Permanent Resident Alien?

Yes

No

Are you an International Student?

Yes

No

Do you currently work or plan to work for another department at Cypress College, Fullerton College, or for the North Orange Continuing Education (Formally SCE)?

Yes  
 No

If yes, which department?

**2. AVAILABILITY**

Please indicate your availability for the semester you are applying for by checking the boxes that represent the times you CAN work.

	Monday	Tuesday	Wednesday	Thursday	Friday
8 AM - 9 AM					
9 AM - 10 AM					
10 AM - 11 AM					
11AM - 12 PM					
12 PM - 1PM					
1 PM- 2PM					
2 PM - 3 PM					
3 PM - 4 PM					
4 PM - 5 PM					
5 PM - 6 PM					
6 PM - 7 PM					
7 PM - 8 PM					
8 PM - 9 PM					

**3. REQUIRED**

I certify that the above information is true and correct to the best of my knowledge.

Signature

Date

Signature

Date