

**EMPLOYMENT REFERRAL
SHORT-TERM / SUBSTITUTE / MISCELLANEOUS**

EMPLOYMENT PROCESS:

- 1) All individuals recommended for employment **must meet** minimum qualifications as set forth on job description.
- 2) If applicable, undergo skills evaluation test (*clerical positions*).
- 3) Applicant must submit completed employment packet to Human Resources **within** (5) five business days.

THIS SECTION TO BE COMPLETED BY APPLICANT

Last

First

Middle

Address (Number and Street)

City

State

Zip Code

Social Security #: _____ Birth Date: _____

Cell Phone #: _____ Home Phone #: _____

Are you currently employed by Rancho Santiago Community College District? No ___ Yes ___

If yes, specify job title/work site: _____

Are you currently employed as a student employee/worker (i.e. CalWorks, Job Placement, etc.? No ___ Yes ___

If yes, date assignment will be terminated: _____

Have you recently served as a Non-paid Intern or a Volunteer with our District? No ___ Yes ___

If yes, last date of your assignment: _____

Have you previously been employed by Rancho Santiago Community College District? No ___ Yes ___

If yes, indicate the dates: _____

Have you recently retired from CalPERS or CalSTRS? No ___ Yes ___

If yes, indicate the retirement agency and when? _____

THIS SECTION TO BE COMPLETED BY DEPARTMENT / DIVISION

Proposed Position Status: (Check all that apply)

___ Instructional Associate/Associate Assistant

___ Professional Business Expert/Presenter

___ Temporary Short-term

___ Temporary Substitute

Applicant's Title: _____ Start Date: _____ Work Site: _____

Campus/Department/Division: _____

Administrator: _____ Administrator's Phone Extension: _____

Date of Skills Evaluation Test (Only for clerical positions): _____

THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THE EMPLOYMENT REFERRAL FORM

- 1) Completed Classified Application
- 2) Resume (*if applicable*)

Applicant has met minimum qualifications as set forth on job description.

Administrators' Name (*please print*): _____

Administrator's Signature: _____ Date: _____