# Job Opportunity

**Want to become a Student Ambassador?**

*Apply now!*

| **Job Duties:** | **Type:** Part-time  
| **Days:** Monday through Friday, occasional weekends  
| **Hours:** Varies between 8 am – 4:30 pm occasional evenings. Hours average between 5 – 10 weekly.  
| **Wage:** $9.42 per hour  
| **Qualifications:** Seeking highly motivated Cerritos College students who possess excellent interpersonal and communication skills. Must be reliable and responsible. Applicants who have a valid driver’s license and proof of auto insurance are preferred. Bilingual candidates encouraged to apply!  

**How to Apply:**
1. Obtain an application packet from School Relations located in the Game Room East—North of the Food Court.  
2. Submit a completed application and addendum to School Relations. Incomplete application packets will not be considered.  

Selected candidates will be contacted in September for interviews.

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Deadline to apply is Wed., Sept. 2, 2015

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*CFormerly known as Peer Counselor*
Temporary Short-Term Hourly Application

It is necessary to complete this application in full, whether or not a resume is attached.

NAME

Last Name:       First Name:       M.I.

Address:        City:             State & Zip Code:

Home phone:     Business or message phone:       E-mail address:

EDUCATION

<table>
<thead>
<tr>
<th>LEVEL/SCHOOL NAME</th>
<th>CITY/STATE</th>
<th>DEGREE</th>
<th>MAJOR</th>
<th>GRADUATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Name:</td>
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<tr>
<td>College/University Name:</td>
<td></td>
<td></td>
<td></td>
<td>Yes No</td>
</tr>
<tr>
<td>Other Name:</td>
<td></td>
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<td>Yes No</td>
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</tbody>
</table>

GENERAL INFORMATION

Have you ever been employed by Cerritos College?  □ Yes  □ No  If yes, when?

Do you have the legal right to work in the United States?  □ Yes  □ No

Do you have relatives, by blood or law, who are currently employed by Cerritos College?  □ Yes  □ No  If yes, provide name and department:

Have you ever been arrested for any crime (other than a minor traffic violation) which resulted in a conviction or a plea of nolo contendere?  □ Yes  □ No  If yes, contact Human Resources and request the Record of Conviction form. A conviction will not necessarily disqualify an applicant from employment.

REFERENCES: In addition to current or former supervisor, you may list additional work references. Do not include relatives.

<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPANY</th>
<th>PHONE # OR EMAIL</th>
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</table>

FOR DEPARTMENT USE ONLY

Job Class Code

<table>
<thead>
<tr>
<th>Short-Term</th>
<th>Substitute</th>
<th>Classification</th>
</tr>
</thead>
</table>

Are you a current Cerritos College student carrying 12 units or more?  □ Yes  □ No

Cerritos College
11110 Alondra Blvd.
Norwalk, CA 90650
(562) 860-2451
www.cerritos.edu
**EMPLOYMENT HISTORY** (starting with current or most recent employer)

<table>
<thead>
<tr>
<th>(1) Company:</th>
<th>Starting position:</th>
<th>Salary:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Department:</td>
<td>Last position:</td>
</tr>
<tr>
<td>To:</td>
<td>Job duties:</td>
<td></td>
</tr>
</tbody>
</table>

Person to contact:  
Address: 
Phone: 
May we contact this company for employment references?  
Yes  No  
Type of employment:  
Full-time  Part-time  Temporary

<table>
<thead>
<tr>
<th>(2) Company:</th>
<th>Starting position:</th>
<th>Salary:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Department:</td>
<td>Last position:</td>
</tr>
<tr>
<td>To:</td>
<td>Job duties:</td>
<td></td>
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</tbody>
</table>

Person to contact:  
Address: 
Phone: 
May we contact this company for employment references?  
Yes  No  
Type of employment:  
Full-time  Part-time  Temporary

I certify that the information I have provided in applying for this job is true and complete to the best of my knowledge and belief. I give Cerritos College and its authorized agents permission to verify and/or disclose any information given in connection with this application for personnel/employment purposes. I acknowledge that any misstatement or omission in the application materials may be cause for elimination from further consideration or dismissal if hired. I hereby authorize any and all persons and agencies to furnish to Cerritos College any information, including documents in my personnel file, which may be necessary to verify this application and any other materials submitted, and hereby waive any rights of privacy to the information or documents which I may have under any federal, state, or local law, ordinance or rule. I also understand that an incomplete application packet may delay or prevent opportunities with Cerritos College.

Applicant’s Signature: ___________________________  Date: ________________

Cerritos College is an Equal Opportunity Employer with a commitment to provide equal opportunity for all without regard to race, religion, national origin, sex, age, handicap, medical condition or Vietnam era veteran status. Cerritos College complies with Title IX Educational Amendment of 1962 prohibiting sex discrimination in education. If you have a disability, and require accommodation to complete this application, contact the Human Resources office. Cerritos College employs only individuals lawfully authorized to work in the United States. Cerritos College does not provide sponsorship for changes in immigration status for the purpose of employment in the United States.

HR011910-HRLY
Student Ambassador Addendum

1. Please describe any volunteer, club, or organizational (church, scouts, etc.) experience.

2. Do you drive?

3. Do you have a driver’s license?

4. Do you have current insurance coverage for the car that you drive?

5. Are you bi-lingual? If so, which language(s)?

6. Why do you want to become a Student Ambassador?