

Position applied for: _____



One College Drive
South Lake Tahoe, CA 96150-4524
(530) 541-4660 ext. 751
Fax: (530) 541-2598

APPLICATION FOR RESIDENT ASSISTANT APPOINTMENT

PLEASE READ CAREFULLY: A resume may be attached but this does not relieve the requirement to complete all sections of this application. An incomplete application may disqualify you, and a poorly completed application may work against you in the screening process. Read the RA position responsibilities description to be sure you meet the minimum requirements.

PERSONAL

Date _____

Name _____
Last First Middle

Present Address _____
Street P.O. Box City State Zip

Telephone No. _____
Home Business Cell

Email Address _____

Are you legally eligible for employment in the U.S.A.? _____ Are you under the age of 18? _____

Other than English, please list any language you speak and write fluently _____

Have you ever been convicted or pleaded nolo contendere for any crime other than a minor traffic violation? (A "yes" does not automatically disqualify you from further consideration. You will be fingerprinted.) _____

If yes, please describe in full on a separate page.

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed	Did You Graduate?	List Diploma or Degree
High	_____	_____	1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	_____		1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	_____		1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (specify)	_____	_____	1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	_____		1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	_____		1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If your application is considered favorably, on what date will you be available for work? _____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our district? _____

Other relevant skills or certifications? _____

LIST EMPLOYMENT FOR THE PAST 10 YEARS BELOW, BEGINNING WITH YOUR MOST RECENT

1. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

2. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

3. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

4. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

5. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

May we contact the employers listed above? _____ If not, indicate by No. which one(s) you do ***not*** wish us to contact: _____

MILITARY SERVICE RECORD

Were you in the Armed Forces? _____ If yes, what Branch? _____ Rank _____

REFERENCES

Please list persons who have recent knowledge of your professional qualifications.

NAME	TITLE/COMPANY	PHONE
1.		
2.		
3.		

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative bureaus of your choice.

Signature of Applicant

**AN EQUAL OPPORTUNITY
EMPLOYER**

Please submit your resume, completed application, and a cover letter describing why you want to be the Resident Assistant to:

Katie Meyers
Executive Assistant to the Vice President of Student Services
Lake Tahoe Community College
One College Drive
South Lake Tahoe, CA 96150
kmeyers@ltcc.edu

Lake Tahoe Community College Demographic Survey (Confidential)

The following information is necessary for Lake Tahoe Community College to evaluate its recruitment and hiring practices and to prepare reports required by state and federal agencies. The information you provide is strictly confidential and is removed from your application form. Your cooperation in voluntarily providing this information is greatly appreciated.

Name:	Position Applied For:	
Date:	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Are you a person with a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you need any accommodation(s)? <input type="checkbox"/> Yes <i>If yes, please call Human Resources at (530) 541-4660, ext. 226.</i>		*As defined in the Americans with Disabilities Act of 1990, a disabled person is one who: 1) Has a physical or mental impairment which substantially limits one or more major life activities; 2) Has a record of such an impairment; or 3) Is regarded as having such an impairment.
Heritage:	<input type="checkbox"/> Asian excluding Filipino: All persons having origins in any of the original people of the Far East or Southeast Asia (Chinese, Japanese, Korean, Laotian, Cambodian, Vietnamese, Asian Indian, Other Asian). <input type="checkbox"/> Black/African-American: (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa. <input type="checkbox"/> Filipino: All persons having origins in any of the original people of the Philippine Islands <input type="checkbox"/> Hispanic (Chicano/Latino/Mexican-American): All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race. <input type="checkbox"/> Native American: All persons having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition. <input type="checkbox"/> Pacific Islander: All persons having origins in Guamanian, Hawaiian, Samoan or other Pacific Islander group. <input type="checkbox"/> White/Caucasian (not of Hispanic origin): All persons having origins in any of the original people in Europe, the Indian Subcontinent, or the Middle East. <input type="checkbox"/> Other foreign national (please specify): <input type="checkbox"/> Decline to state	
Status:	<input type="checkbox"/> Veteran <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> US Citizen <input type="checkbox"/> Permanent Resident	

Recruitment Information: How did you hear about this position/job?

- Chronicle of Higher Education
- Chancellor's Registry
- College Employee
- College Placement Office
- District Web Site
- Local Publication: Tahoe Tribune; Other (please specify):
- Job Fair (please specify location):
- Journal or other discipline publication (please identify):
- Word of Mouth
- Other (please specify):

We appreciate your assistance in providing statistics to help us improve our recruitment efforts.

Lake Tahoe Community College, One College Drive, So. Lake Tahoe, CA 96150