



Confidentiality Statement for Student Employees

As part of your job at Claremont School of Theology, you will have access to confidential information about Claremont Students and/Personnel. Please read the following statements regarding confidentiality and employment standards at the College.

I understand that all information acquired from student and or personnel files (paper-or computer-generated) or heard in the course of my employment, is strictly confidential and as such, is not to be shared with anyone other than those authorized to receive this information. In addition, I will not remove any copies of records from the office without explicit prior approval. I will not leave files unattended in public areas for others to view.

_____ Initial

I agree that, if any computer passwords are provided to me, I will not use them outside the office, and I will not share them other than with authorized access to the information.

_____ Initial

I understand that violation of confidentiality is illegal, and that such is a breach of ethics and subject to immediate termination of employment as a student employee at Claremont School of Theology. I further acknowledge that I am solely responsible for any legal or punitive measures taken by subjects who may be affected by a breach of confidentiality if I am responsible for the breach.

_____ Initial

I have read and understand the conditions of my employment.

Employee Signature

Date

Print Name

STUDENT EMPLOYMENT APPLICATION

1325 N. College Avenue
 Claremont, CA 91711
 909.447.2554

An Affirmative Action/Equal Opportunity Employer

**EMPLOYMENT INTEREST**

Position Title:

Where did you hear about the position for which you are applying:

Name: Last, First, Middle Initial.

Permanent Telephone No
()

Address: Number, Street, Apartment or Space Number

Campus Telephone No.
()

City, County, State, Zip Code

Email Address:

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

Have you been previously employed by the Claremont School of Theology (CST)? Yes No
 (If yes, list dates/positions/departments)

Have you worked under name(s) other than stated above? Yes No
 (i.e.: Maiden Name, Previous Married Name etc) If yes, please list:

Are you related to any current CST employee(s)? Yes No If so, please identify.

Name: _____ Dept. _____

Respond only if driving is an essential function of the position for which you are applying.

Do you have a valid California Driver's License? Yes No Expiration Date:

If 'yes', please identify type: Class A Class B Class C

Please provide a DMV printout of your driving record.

If 'no', is there anything that would prohibit you from obtaining a California Driver's License?

Have you ever been convicted of a crime? Yes No

(You may omit minor traffic violations, any offense committed prior to your 18th birthday adjudicated in a Juvenile Court or under a youth offender law, or any incident that has been sealed under Welfare and Institutions Code Section 781 or Penal Code Section 1203.45.) If "Yes," please complete the attached Conviction Disclosure Form. A "Yes" answer does not automatically disqualify you from receiving consideration for employment

EDUCATION AND SPECIAL TRAINING

Name(s)/Location(s) of Colleges or Universities Attended	Major	Specialization Within Major	Date Grad		Degree Earned

Name(s)/Location(s) of Business, Technical or Trade Institutions Attended	Course of Study	To	From	Certificates or Licenses Obtained

Current Professional Licenses or Certificates –

Specify type(s)	Expiration date(s)

ADDITIONAL QUALIFICATIONS (Please be specific.)

Special Related Skills (e.g., language or clerical skills, statistical analysis, etc.)

Related Equipment Which You Operate Proficiently (e.g., machine transcription, 10-key calculator, electronic typewriter, word processor, etc.)

Computer Knowledge and Ability:

Hardware	Familiarity	Proficiency	Software	Familiarity	Proficiency
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Have you ever been fired or asked to leave your employment?

Yes No

If yes, explain

EMPLOYMENT THE EMPLOYMENT HISTORY MUST BE COMPLETED IN DETAIL EVEN THOUGH A RESUME MAY BE INCLUDED OR REQUIRED. THANK YOU.

Beginning with your present job, list all employment activity for the past 10 years. Each promotion should be identified as a separate job. Earlier relevant experience may also be included. Attach additional sheets if necessary.

Dates of Employment From _____ To _____ mm/yy mm/yy Average Hr. per week _____ Last Salary _____ (Annual, hourly, weekly) Commissions/OT _____	Name of Employer		Telephone No. ()
	Address		City, State, Zip Code
	Supervisor's Name		Your Working Title
	Title		
	Duties Performed		
	Number of People You Supervised		Reason For Seeking Other Employment

Dates of Employment From _____ To _____ mm/yy mm/yy Average Hr. per week _____ Last Salary _____ (Annual, hourly, weekly) Commissions/OT _____	Name of Employer		Telephone No. ()
	Address		City, State, Zip Code
	Supervisor's Name		Your Working Title
	Title		
	Duties Performed		
	Number of People You Supervised		Reason For Seeking Other Employment

Dates of Employment	Name of Employer	Telephone No. ()
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From _____ To _____ mm/yy mm/yy Average Hr. per week _____ Last Salary _____ (Annual, hourly, weekly) Commissions/OT _____	Address		City, State, Zip Code
	Supervisor's Name		Your Working Title
	Title		
	Duties Performed		
	Number of People You Supervised	Reason For Seeking Other Employment	

Additional Comments or explanations from above continued: _____
AVAILABILITY
Saturday Hours: Yes No
Evening Hours: Yes No
Date Available to Begin Work:
Weekly Hours Requested:
<p>I understand that all offers of employment are contingent upon verification of my identity. I hereby certify that the information contained in this application and all supplemental support documents is accurate and truthful to the best of my knowledge and belief. I understand that the misstatement or omission of pertinent facts or information may disqualify me from employment consideration with Claremont School of Theology and if hired, may be grounds for dismissal. I understand that this application and all supplemental support documents become the property of the School, and that the information provided herein will be used for the purpose of employment in accordance with the Information Practices Act of 1977.</p>
Signature _____ Date _____

