

**Mt. San Antonio College**  
 The Writing Center  
 Front Desk/Lab Assistant Application

**Section I: Personal Information**

Last Name:	First Name:	M.I.:	Date of Application:	<b>OFFICE USE - Date Rec'd:</b>
Address:			Subject(s):	
City/State/Zip:			Email:	
Student ID Number:			Telephone #: (     )	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			Best hours to call:	
Age: 18-years-old or older? <input type="checkbox"/> Yes <input type="checkbox"/> No			Other Telephone #: (     )	
How many units are you taking?			Best hours to call:	
Check which applies: <input type="checkbox"/> US citizen <input type="checkbox"/> permanent resident			Have you applied to be a tutor before?    No.    Yes.	
<input type="checkbox"/> work permit <input type="checkbox"/> F1 VISA <input type="checkbox"/> other			Month/Year (or semester) _____	
			Are you related to any employee of the college?	
			No.    Yes, name: _____	

**Section II: Work Experience**

<b><i>Please list your most recent employment first.</i></b>	
Company Name:	Job Title:
Address:	Supervisor's Name:
City/State/Zip:	Telephone:
Duration of employment: Start Date _____ End Date _____	
Reason for leaving:	
Company Name:	Job Title:
Address:	Supervisor's Name:
City/State/Zip:	Telephone:
Duration of employment: Start Date _____ End Date _____	
Reason for leaving:	
Please list any additional experience, training, and/or other facts that you believe are relevant to this position:	

**Section III: Education**

Please check the highest level of education completed:	High School	Some College	Bachelor's Degree
	Some graduate work	Master's Degree	Doctorate Degree
	Other degree(s): _____		

**Section IV: Required Supporting Document**

The following documents are <b>required</b> for consideration in addition to your application: <input checked="" type="checkbox"/> Your requested work schedule
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**Section V: Additional Questions**

1. Please describe any secretarial and receptionist experience you may have, including answering phones, running the front desk, customer service, managing appointments.

2. What experience do you have with technology and computers? Please describe your computer skills.

3. How comfortable are you helping others with technical/computer problems?

4. Do you hold other jobs?  Yes  No; if yes, # of hours per week:

5. Are you involved in (please check all that apply):  Athletics:

Associated Students  Campus Club: \_\_\_\_\_

Off-campus club/organization: \_\_\_\_\_

6. Have you ever been convicted of a felony or a misdemeanor?  Yes  No. A response of "yes" does not necessarily prevent your application from being considered.

*The information provided in my application for employment is true and complete. I understand that if I am employed, any false statements on the application and any supporting documents will be considered sufficient cause for dismissal.*

**X**

\_\_\_\_\_  
Applicant

Return this completed application packet to  
***The Writing Center***  
***Building 26B, Room 1561A.***

It is policy of Mt. San Antonio College that harassment is prohibited and that all persons shall receive equal employment and educational opportunities without regard to sex, race, color, ancestry, religious creed, national origin, age (over 40), medical condition (cancer), mental disability, physical disability (including HIV & AIDS), marital status, sexual orientation, or Vietnam Era Veteran Status. This nondiscrimination policy covers Family and Medical Care Leave and Pregnancy Disability Leave.

Mt. San Antonio College is an Equal Opportunity Employer.