



Kern Community College District
 2100 Chester Avenue
 Bakersfield, CA 93301-4099
 (661) 336-5100

Position Location:

- Bakersfield College
- Cerro Coso College
- Porterville College

Application for Student Employment

Applicant Information

Name (Please Print)		Student ID #
Street Address		City, State, and Zip Code
Home Telephone Number	Cell Telephone Number	E-mail Address

Number of units currently enrolled in: _____ Academic Year: _____ Semester: Fall Spring Summer

Can you perform the essential functions of the position with or without reasonable accommodations? Yes No

Employment History

Previous or Current Employer	Dates Employed
Street Address	City, State, and Zip Code
Job Title	Telephone Number
Job Duties	Supervisor
Reason for Leaving	

Personal References (Preferably not relatives)

Name	Address	Phone
Name	Address	Phone
Name	Address	Phone

Have you ever been convicted of any criminal offense? Yes No If "Yes" for each conviction please state below the specific charge for which you were convicted, the date and place of conviction, as well as the jail/prison sentence or fine you received. *(You may attach a separate sheet of paper, if necessary.)* A record of conviction will not necessarily constitute a bar from employment.

I HEREBY CERTIFY that all statements made hereon are true and correct to the best of my knowledge. I understand that any false statements made on this application may be cause for non-employment or for dismissal if employed.

Applicant Signature: _____ **Date:** _____

Porterville College

**Student Worker Employment Confidentiality Agreement
Family Educational Rights and Privacy Act (FERPA)**

I, _____ (*print name*), understand that in my capacity as a student employee at Porterville College, whether as a full-time, part-time, work-study student or otherwise, may allow and/or require me to have access to student, faculty and staff and/or pertaining to the college information that is confidential, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA). Since conduct, either on or off the job, could affect or threaten the security and confidentiality of this information, I am expected to adhere to the following:

1. The information and materials to which I have access will be treated in a professional and confidential manner. Such information includes, but is not limited to student grades, financial information, identification number, class schedule, place of employment, etc.
2. I will not make use of, or permit unauthorized use of any information in files maintained, stored, or processed in any office or facility affiliated with the College's student employment program.
3. I am not permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information that has come to me by virtue of my work assignment.
4. I will not exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with the policies and procedures of the Porterville College.
5. I will not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry. I will not knowingly expunge or cause to be expunged in any record, or report a data entry.
6. No official record or report, or copy thereof from the office where it is maintained may be removed except in the performance of a person's duties.
7. I will not aid, abet, or act in conspiracy with another to violate any part of this confidentiality agreement.
8. Any knowledge of a violation must immediately be reported to a person's supervisor.

Each student employee holds a position of trust and must recognize the responsibilities of preserving the security and confidentiality of College information. Violation of this agreement is a violation of FERPA and the policies and procedures of the Porterville College, and may lead to reprimand, termination, or dismissal from the college.

I have received a copy of, have read, do understand, and will comply with the Student Worker Employment Confidentiality Agreement of Porterville College.

_____	_____	_____
<i>Student Employee Name (Please Print)</i>	<i>Student Signature</i>	<i>Date</i>
_____	_____	
<i>Work-Study/Financial Aid Technician</i>	<i>Date</i>	

I have reviewed the above information with the student employee:

_____	_____
<i>Supervisor for Student Employees</i>	<i>Date</i>

KERN COMMUNITY COLLEGE
DISTRICT 2100 CHESTER AVENUE
BAKERSFIELD, CA 9330M099
OATH OF OFFICE
(Article XX, Section III, Constitution)

STATE OF CALIFORNIA)
) ss.
COUNTY OF KERN)

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Employee's Signature

Subscribed and sworn to before me, *Tiffany Haynes* this _____ day of _____, 20_____

Officer's Signature

Financial Aid Administrator

Title