**GENERAL INFORMATION ABOUT PART-TIME EMPLOYEMENT WITH FHDA DISTRICT POLICE DEPARTMENT POLICE STUDENT AID**

The Foothill – De Anza District Police Department provides both security services and peace officer services. We seek out motivated men and women as student security officers to assist in supporting an operational philosophy of “peace-keeping”, by protecting the social and academic environment within our campus.

**Please read the following information regarding employment**

1. Applicants must be 18 years of age and have a valid California driver’s license with a clean driving record.
2. All students (except Work-Study and CalWorks students) must be enrolled in and completing at least 6 units at their primary campus (either Foothill or De Anza) during the period of employment
3. F1 Students must be enrolled in 12 units.

Student employees hired for the summer session must either:

1. Be enrolled in at least 6 units Summer Quarter, or
2. Be continuing employment from the preceding Spring Quarter during which they successfully completed at least 6 units.
3. All student employees are limited to working a maximum of 19 hours per week.
4. Student employees must maintain at least a 2.0 cumulative and quarterly GPA and have fewer than 180 total FHDA attempted units.
5. Each person is trained in all areas of the job – to handle office work (as a radio dispatcher and information source to the public – De Anza applicants only) and outdoor patrol procedures. No one is assigned to “just one type of work”.
6. You must know your current / next quarter schedule before you apply.
7. Most shifts (not all) will fall within one of three time periods:

7:00 AM to 11:00 AM, 11:00 AM to 3:00 PM, 3:00 PM to 11:00 PM

You are required to have one of these three time periods available. Weekend shift times are also in four or eight hour periods, they are only outdoor patrol. The office is closed on weekends and all district holidays.

As of February 2025, current starting pay rate for a Police Student Aid (PSA) is $20.71 per hour**. For more specific information regarding FHDA student employment please visit your campus Financial Aid web site and look for “STUDENT EMPLOYMENT POLICIES AND PROCEDURES”**

OFFICE USE ONLY: \_\_\_ ACTIVE \_\_\_ INACTIVE \_\_\_ REJECTED

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| APPLICATION  POLICE DEPARTMENT  FOOTHILL – DE ANZA COMMUNITY COLLEGE DISTRICT  12345 EL MONTE ROAD  LOS ALTOS HILLS, CA 94022  (650) 949-7313  **Resumes will NOT be accepted in place of completed application.**  **Incomplete or illegible applications may be disqualified.** | | | | | | | | | |
| POSITIONS (Give exact title of positions for which you are applying) | | | | | | | | STUDENT ID # | |
| YOUR LAST NAME FIRST MIDDLE | | | | | | | | SOCIAL SECURITY # | |
| YOUR STREET ADDRESS CITY STATE ZIP CODE | | | | | | | | | |
| PHONE # (Provide a valid number with voicemail) | | | | | DRIVER’S LICENSE & EXP. DATE: | | | | |
| EMAIL: | | | | | IF NO CA LICENSE, WHEN WILL YOU GET ONE?: | | | | |
| GPA: | YEARS/QUARTERS LEFT AT DE ANZA. WHEN WILL YOU BE LEAVING: | | | | | | | | |
| DO YOU HAVE A P.O.S.T BASIC ACADEMY CERTIFICATION? YES \_\_\_\_\_ NO \_\_\_\_\_ | | | | | | | | | |
| NAME AND ADDRESS OF ACADEMY COMPLETED DATE COMPLETED | | | | | | | | | |
| LANGUAGES SPOKEN FLUENTLY OHER THAN ENGLISH | | | | | | | | | |
| AS AN ADULT, HAVE YOU EVER BEEN CONVITED FOR AN OFFENSE OTHER THAB A MINOR TRAFFIC VIOLATION? YES\_\_\_\_\_ NO\_\_\_\_\_  (PLEASE NOTE: A conviction is not an automatic bar to employment. Each case is considered on its individual merits) | | | | | | | | | |
| DATE OF CONVICTION | | | LOCATION (CITY AND STATE) | | | | FELONY OR MISDEMEANOR | | |
| NATURE OF OFFENSE | | | | | | | | | |
| EDUCATION  DID YOU GRADUATE FROM HIGH SCHOOL? YES\_\_\_\_\_ NO\_\_\_\_  IF YOU DID NOT GRADUATE FROM HIGH SCHOOL,  DO YOU HAVE A GENERAL EDUCATION  DEVELOPMENT EQUIVALENT? YES\_\_\_\_\_ NO\_\_\_\_ | | | | | | | | | |
| COLLEGE OR UNIVERSITY | | MAJOR | | UNITS COMPLETED | | | | | DEGREE/CERTIFICATE |
| EMPLOYMENT HISTORY  LIST YOUR MOST RECENT EXPERIENCE FIRST AND ATTACH ADDITIONAL SHEETS AS NECESSARY  LIST RELEVANT VOLUNTEER EXPERIENCE | | | | | | | | | |
| NAME, ADDRESS AND TELEPHONE NUMBER OF EMPLOYER  MAY WE CONTACT THIS EMPLOYER? YES\_\_\_\_ NO\_\_\_\_ | | | | | | JOB TITLE AND DESCRIPTION OF DUTIES | | | |
| EMPLOYED FROM: TO: FROM: | | | | | | TOTAL MONTHS EMPLOYED? | | | |
| SALARY: PER | | | | | | HOURS WORKED PER WEEK? | | | |
| REASON FOR LEAVING (BE SPECIFIC) | | | | | | | | | |
| NAME, ADDRESS AND TELEPHONE NUMBER OF EMPLOYER  MAY WE CONTACT THIS EMPLOYER? YES\_\_\_\_ NO\_\_\_\_ | | | | | | JOB TITLE AND DESCRIPTION OF DUTIES | | | |
| EMPLOYED FROM: TO: FROM: | | | | | | TOTAL MONTHS EMPLOYED? | | | |
| SALARY: PER | | | | | | HOURS WORKED PER WEEK? | | | |
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| SALARY: PER | HOURS WORKED PER WEEK? |
| REASON FOR LEAVING (BE SPECIFIC) | |
| Correct to the best of my knowledge and belief and are made in good faith. I understand that I will be fingerprinted and investigated if appointed.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of applicant (in ink) Date | |