

FOOTHILL DE ANZA



COMMUNITY COLLEGE DISTRICT POLICE DEPARTMENT

"TO SERVE AND PROTECT"

POLICE STUDENT AID (PSA)

General Information

The Foothill-De Anza Community College District Police Department provides professional public safety and law enforcement services to our campus communities.

We seek motivated and responsible students to serve as part time Police Student Aides, supporting our department's community-focused approach to public safety and helping maintain a safe, welcoming, and supportive environment for students, employees, and visitors.

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:
 - a. Be enrolled in at least 6 units Summer Quarter, or
 - b. Be continuing employment from the preceding Spring Quarter during which they successfully completed at least 6 units.
4. All student employees are limited to working a maximum of 19 hours per week.
5. Student employees must maintain at least a 2.0 cumulative and quarterly GPA and have fewer than 180 total FHDA attempted units.
6. Each person is trained in all areas of the job; to handle office work (and as a radio dispatcher and information source to the public for De Anza applicants only) and outdoor patrol procedures.
7. Must know your current / next quarter schedule before you apply.
8. Most shifts (not all) will fall within one of three time periods:
 - a. 7:00 AM to 11:00 AM, 11:00 AM to 3:00 PM, 3:00 PM to 11:00 PM
 - b. 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"**

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PSA APPLICATION

FOOTHILL-DE ANZA CCD POLICE DEPARTMENT

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 #

Police Student Aid

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 OTHER THAN ENGLISH

AS AN ADULT, HAVE YOU EVER BEEN CONVICTED FOR AN OFFENSE OTHER THAN 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)

12345 El Monte Road – Los Altos Hills, CA 94022 – Phone: (650) 949-7313 – Fax: (650) 941-4963
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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		JOB TITLE AND DESCRIPTION OF DUTIES	
MAY WE CONTACT THIS EMPLOYER? YES_____ NO_____			
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		JOB TITLE AND DESCRIPTION OF DUTIES	
MAY WE CONTACT THIS EMPLOYER? YES_____ NO_____			
EMPLOYED FROM:	TO:	FROM:	TOTAL MONTHS EMPLOYED?
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REASON FOR LEAVING (BE SPECIFIC)			

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EMPLOYED FROM: TO: FROM:	TOTAL MONTHS EMPLOYED?
SALARY: PER	HOURS WORKED PER WEEK?
REASON FOR LEAVING (BE SPECIFIC)	
This application is 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	

OFFICE USE ONLY: ___ ACTIVE ___ INACTIVE ___ REJECTED

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