

FOOTHILL DE ANZA

COMMUNITY COLLEGE DISTRICT POLICE DEPARTMENT

“TO SERVE & PROTECT”

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 12 units at their primary campus (either Foothill or De Anza) during the period of employment

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 12 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 July 2021, current starting pay rate for a Police Student Aid (PSA) is \$18.51 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”**

FOOTHILL DE ANZA

COMMUNITY COLLEGE DISTRICT POLICE DEPARTMENT

"TO SERVE & PROTECT"

OFFICE USE ONLY: ___ ACTIVE ___ INACTIVE ___ REJECTED

<h3>APPLICATION</h3> <h4>POLICE DEPARTMENT</h4> <h4>FOOTHILL – DE ANZA COMMUNITY COLLEGE DISTRICT</h4> <p>12345 EL MONTE ROAD LOS ALTOS HILLS, CA 94022 (650) 949-7313</p> <p>Resumes will NOT be accepted in place of completed application. Answer all questions. Print in black or blue ink, or type. Incomplete or illegible applications may be disqualified. Questions with an asterisk (*) need not be answered.</p>			
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
TELEPHONE: HOME:		CELL	DRIVER'S LICENSE & EXP. DATE
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)			
DATE OF CONVICTION	LOCATION (CITY AND STATE)	FELONY OR MISDEMEANOR	

FOOTHILL



DE ANZA

COMMUNITY COLLEGE DISTRICT POLICE DEPARTMENT

"TO SERVE & PROTECT"

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?
SALARY:	PER		HOURS WORKED PER WEEK?
REASON FOR LEAVING (BE SPECIFIC)			

FOOTHILL



DE ANZA

COMMUNITY COLLEGE DISTRICT POLICE DEPARTMENT

"TO SERVE & PROTECT"

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?
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