



CONTRA COSTA COMMUNITY COLLEGE DISTRICT POLICE DEPARTMENT

Contra Costa College
2600 Mission Bell Drive
San Pablo, CA 94806
(510) 215-4858

Diablo Valley College
321 Golf Club Road
Pleasant Hill, CA 94523
(925) 969-2785

Los Medanos College
2700 East Leland Road
Pittsburg, CA 94565
(925) 473-7332

APPLICATION FOR EMPLOYMENT Police Aide

Police Aides are the Contra Costa Community College District Police Department's Goodwill Ambassadors, providing exemplary community-focused services. We offer competitive pay, flexible schedules, training and mentorship, and advancement opportunities. Apply today!

Duties many include, but are not limited to the following:

- ❖ Foot Patrol of college property.
- ❖ Issuance of citations for violations of college parking rules and regulations.
- ❖ Assist sworn officers with traffic control.
- ❖ Observe and report suspicious activity.
- ❖ Check, lock and unlock buildings.
- ❖ Provide escorts to faculty, staff, students, and visitors.
- ❖ Work special events.
- ❖ Provide coverage and complete duties assigned in the Communications and Records areas.

Minimum Qualifications

Education and Requirements for Employment:

- ❖ Completion or equivalent to completion of the twelfth (12th) grade.
- ❖ Must be a registered student currently enrolled in at least six (6) units (spring and fall semesters) or three (3) units (summer semester).

Ability to learn:

- ❖ Department policies and procedures.
- ❖ College traffic and parking regulations.
- ❖ Standard broadcasting procedures and rules.
- ❖ Correct English usage, spelling, punctuation, and grammar.

Skill to:

- ❖ Understand and follow both oral and written instruction.
- ❖ Work under pressure, exercise good judgment, and make sound decisions in an emergency situations.
- ❖ Establish and maintain cooperative working relationships.
- ❖ Speak clearly and concisely.
- ❖ Spell accurately.
- ❖ Work alone and in a team.
- ❖ Learn to operate radio communications equipment.
- ❖ Learn a variety of classification codes.
- ❖ Learn basic First Aid and Cardiopulmonary Resuscitation (CPR).
- ❖ Effectively and efficiently enforce parking regulations.
- ❖ Work with minimum supervision.
- ❖ Perform all duties as assigned.

Position Applying for: _____ Date of Application: _____ Date Available for Work: _____

PERSONAL INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____

AKA's: _____

Street Address: _____ City: _____

Home Phone: _____ Cell Phone: _____ E-mail: _____

California DL/ID#: _____ SSN#: _____

1. Have you previously filed an application with the Contra Costa Community College District Police department?
 Yes No If Yes, please provide the date _____

2. Have you ever been discharged, forced to resign, or rejected during a probationary period from any employment within the last ten years? (Note: Answering yes does not disqualify your application. Each case is given individual consideration).
 Yes No If Yes, please provide the employer, address, reason for release, and date(s) of employment:

Please use a separate sheet if needed. Please list each occurrence separately.

3. Have you ever been arrested, charged, or detained for any offense? (Note: Answering yes does not disqualify your application. Each case is given individual consideration).
 Yes No If Yes, state the reason, date, and location:

Please use a separate sheet if needed. Please list each occurrence separately.

4. Can you fluently read or write any language other than English?
 Yes No If Yes, please specify the language(s):

5. Can you type? Yes No If Yes, how many words per minute? _____

HOURS OF AVAILABILITY

Monday: _____
Tuesday: _____
Wednesday: _____
Thursday: _____
Friday: _____
Saturday: _____

EMPLOYMENT HISTORY

Dates:	Employer:	Title:
From: _____ To: _____ Total: _____ (years/months) <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Hourly <input type="checkbox"/> Volunteer	Name: _____ Address: _____ Telephone: _____ Hrs. per week: _____ May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties Performed: _____ _____ _____ _____ Reason for leaving: _____
From: _____ To: _____ Total: _____ (years/months) <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Hourly <input type="checkbox"/> Volunteer	Name: _____ Address: _____ Telephone: _____ Hrs. per week: _____ May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties Performed: _____ _____ _____ _____ Reason for leaving: _____
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From: _____ To: _____ Total: _____ (years/months) <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Hourly <input type="checkbox"/> Volunteer	Name: _____ Address: _____ Telephone: _____ Hrs. per week: _____ May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties Performed: _____ _____ _____ _____ Reason for leaving: _____



Authorization to Conduct a Records Investigation

Last Name: _____ First Name: _____ Middle Initial: _____

Street Address: _____ City: _____

Date of Birth: _____ Gender: _____ Race: _____

AKA's: _____

California DL/ID#: _____ SSN#: _____

Please clearly print all of the above information.

I _____ hereby authorize the Contra Costa Community College District Police Department to conduct a records/background check of the above information.

A check will be made with, NCIC, CLETS, JAWS, DMV, and the County Court System.

Applicant's Signature: _____ Date: _____

In accordance with Federal Privacy act of 1974, disclosure is voluntary.

For Department Use Only

DMV: Valid Suspended None Issued ID

Courts: _____

Warrant Status: _____

Investigator Signature: _____ ID#: _____ Date: _____

Investigator notes: _____