



Cal-SOAP College & Career Success Coach Application

Name: _____ Email: _____ Date: _____

Cell Phone: _____ Home Phone: _____

Full Address: _____

Date of Birth: ____/____/____ Preferred Method of Communication? _____

Are you available to work for the entire public school year through mid-June?

Yes No If not, what date can you work until? _____

How many hrs per week do you prefer to work? _____

Do you want to be considered for summer employment? Yes No

Are you also applying to have Cal-SOAP hours fulfill an internship requirement? Yes No

College you will be enrolled in 2023-2024: CR Cal Poly Humboldt Other _____

College Major: _____ Career Goal: _____

How many units will you be taking? _____ Current GPA: _____

Expected graduation date (semester/year): _____

Will you be transferring? (semester/year/school): _____

School Site Location for Advising: (Check where you would be willing to travel to work.)

- Crescent City McKinleyville Arcata Eureka Fortuna
- Ferndale Miranda Hoopa

Availability: Please specify the days and hours you are available to work.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>

What is your main form of transportation? Personal Vehicle Bike Bus

Why are you interested in working for Cal-SOAP? _____

Education Summary:

School or Institution	Name & Location	Years Completed & Date	Did you graduate?	Course of Study	Degree or Certificate
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	NA	
Community College (if applicable)			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other College or University			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Business/Trade School, Military			<input type="checkbox"/> Yes <input type="checkbox"/> No		

List all languages you can speak or write fluently other than English: _____

List other volunteer and/or extra-curricular activities/clubs/sports you are currently involved in:

Have you completed and submitted the FAFSA/CADAA on your own? Yes No

Would you be willing to help students fill out their FAFSA/CADAA if provided training? Yes No

Have you used WebGrants 4 Students before? Yes No

How comfortable are you with public speaking? Not at all comfortable Somewhat comfortable
 Comfortable Very comfortable

Would you be comfortable making phone calls to students' guardians to update them on their students' progress? Yes No

Do you have past experience as a financial aid advisor? Yes No
 If yes, please describe: _____

Previous Employment: List your four most recent jobs, beginning with your most recent job(s) or submit a resume with this application. **Resume attached**

Employer Name and City/State:	Job Title:	Start Date	Reason for Leaving:
Supervisor's Name/ Phone number: May we contact this employer?	Job Duties:	End Date	
		# of weekly hours	

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Supervisor's Name/ Phone number: May we contact this employer?	Job Duties:	End Date	
		# of weekly hours	

Professional References: Please list two *professional references* who can comment on your *dependability and work performance*. Do not include friends/relatives. If using faculty, we must have home telephone numbers.

<u>Name</u>	<u>Business/Title</u>	<u>Email Address</u>	<u>Phone Number</u>
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How did you hear about Cal-SOAP? (Please check one or more below):

HCOE Web Listing Craigslist Handshake Indeed HSU Job Fair Flyer Friend Social Media
 CR Job Board Professor Email Other: _____

Please note that all employees are required to be tested for tuberculosis and be fingerprinted.

I certify that I meet all the minimum requirements as specified in the position announcement and/or job description and that all information contained in this application and in the supplementary material filed with it is true and accurate. I authorize the contact of any present or former employer to verify any information pertaining to this application and I release from liability any persons or other organizations furnishing such information. I understand that any false statements or omissions of material facts on the application will subject me to disqualification from the application process or dismissal if employed.

Applicant Signature

Date

Submit Application, Current School Schedule, Copy of your most current Student Aid Report (SAR), Resume (optional) to calsoap@hcoe.org

**Or return completed application packet to:
Cal-SOAP ♦ Humboldt County Office of Education ♦ 901 Myrtle Avenue ♦ Eureka, CA 95501**

For questions contact Rebecca Asbury at 707-441-2006 or rasbury@hcoe.org

Note: Applications are available at Humboldt State University Career Center/Handshake, College of the Redwoods Career Center, or <https://hcoe.org/cal-soap/success-coaches/>