

COMPUTER TECHNICAL SUPPORT PROGRAM APPLICATION

Directions to the Applicant

1. Complete the entire application. Do not leave any section unanswered.
Where an item does not apply to you, write NOT APPLICABLE or N/A.
2. Application packet consists of: 1. Application form 2. Resume 3. Faculty Reference form.
3. Give Faculty Reference form to your faculty reference. (New students may omit this form).
4. Submit Application, and Resume to: Occupational Training Institute – CompTechS,
21250 Stevens Creek Blvd., Cupertino, CA 95014.

1. PERSONAL INFORMATION

Name: _____
First
Last
Student Identification Number

Address: _____
Street
City
State
Zip

() ()

Cell Phone Other Phone E-Mail Address

Are you currently an employee of this district? No Full-time Part-time Hourly

Specify: _____
Campus
Department
Position

2. EDUCATION/TRAINING

Education	Institution City & State	Degree/Diploma Certificate	Major/Training
High School			
College			
College			
Vocational – Technical School			
Vocational – Technical School			



Name: _____

Date: _____

3. EMPLOYMENT HISTORY

Position Title & Dates of Employment	Employer Name City & State	Primary Responsibilities
Position: From: To:		Duties:
Position: From: To:		Duties:
Position: From: To:		Duties:
Position: From: To:		Duties:

4. Faculty Reference:

Ask one faculty member familiar with your qualifications to complete the enclosed reference form and return it directly to the OTI office on the De Anza campus. This is a confidential reference and should be sent directly to OTI by the faculty member.

Faculty Member: _____

Campus: [] Foothill [] De Anza

Course Taken _____

Other: _____

5. Please attach a copy of your resume.

Resume should include both work and volunteer experience over the past three years. Additional experience may also be included.

6. Employment Eligibility

Check the appropriate status:

[] A citizen or national of the United States. [] A lawful Permanent Resident

[] An alien authorized to work until ____/____/____ [] Student Visa*

*Currently international students are not able to fully participate in this program due to work restrictions.

7. Other

To participate in the program, you must be a currently enrolled in classes at De Anza.

How did you learn about the program? ___Website ___Flyer ___Class Presentation ___Instructor

___Friend ___OTI ___Other: _____



Name: _____

Date: _____

Have you ever been convicted of a crime? (You do not need to disclose convictions arising out of minor violations of the Vehicle code, but you do need to disclose all misdemeanor and felony convictions, even those later set aside under Penal code Section 1203.4). Convictions are not an automatic bar to employment. [] Yes [] No

If yes, please explain: _____

I hereby certify that all entries on the Application for Occupational Training Institute's Technical Support Program, supporting materials and other statements made by me are true and correct without mental reservation and that I have not omitted or withheld any material information. I understand that I will be subject to dismissal from the Computer Technical Support Program if anything in this application is found to be untrue.

I understand that the OTI staff may discuss my employment qualifications with college faculty and staff, and previous or current employers. I also understand that written and/or verbal reference will not be made available to me. I expressly and voluntarily waive any rights I might have to access the said reference under the Family Educational Rights and Privacy Act of 1974.

I understand that industry-based internships are competitive and that acceptance in to the program does not guarantee placement in an industry-based internship.

Signature

Date

NON-DISCRIMINATION STATEMENT

In compliance with Title IX of the 1972 Education Amendments, the Equal Employment Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964 as amended) and Section 504 of the Rehabilitation Act of 1974, it is the policy of the Foothill-De Anza Community College District not to discriminate against any person on the basis of race, color, religion, creed, national origin, sex, age, marital or parental status, or disability in any of its educational and employment programs and activities, its policies, practices, and procedures.

It is further the policy of this District to take affirmative action in all its programs and in all aspects of employment and student recruitment where disabled persons or persons of a particular race or sex are underutilized, underrepresented, or undeserved.

Name: _____

Date: _____

Please answer the following questions:

1. What is your experience with the following operating systems?

Experience:	Used	Power User	Installed	Configured Network	Troubleshooting
Windows 7,8,10					
Mac OS					
Linux					

2. Have you installed any PC hardware? What components(s) did you install?

3. Have you ever built a PC? When?

4. Do you have basic troubleshooting skills? Give an example of a problem you solved and how you solved it.

5. Describe any networking skills you have. Have you taken any networking classes? What and where?

6. How many years of computer experience do you have? Give details.

7. Have you ever taught another person how to use a computer or software program? Explain.

8. Have you taken any programming classes? What and where?

9. Have you ever created a web site? How?

10. Indicate your level of knowledge with these applications (1 – little or no exposure, 5 very fluent)

	Used before?		Fluency Level						Used before?		Fluency Level				
	Yes	No	1	2	3	4	5		Yes	No	1	2	3	4	5
Word								Outlook							
Excel								Access							
Power Point								Browsers							