



California State University
Northridge

DATE OF APPLICATION

| | | |
|-------|-----|------|
| MONTH | DAY | YEAR |
| | | |

STUDENT ASSISTANT EMPLOYMENT APPLICATION

UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

- University Student Union, Inc. at California State University, Northridge policy requires individuals employed in positions reserved for students to be currently enrolled CSUN students.
- It is the policy of the University Student Union, Inc. at California State University, Northridge to provide equal employment opportunity in conjunction with all applicable laws.
- In accordance with the Immigration Reform and Control Act of 1986, any offer of employment is conditioned upon satisfactory proof of applicant's identity and legal ability to work in the United States.

PERSONAL INFORMATION

| | | | | | | | |
|---|--|------------------------------|-----------------------------|------------------------------|-----------------------------|--|--|
| LAST NAME | | FIRST | MIDDLE | HOME PHONE () () () | | CELL PHONE () () () | |
| ADDRESS | | | CITY | STATE | ZIP CODE | DAYTIME/MESSAGE () () () | |
| IF YOU ARE UNDER 18 YEARS OF AGE, CAN YOU PROVIDE PROOF OF ELIGIBILITY TO WORK? | | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | WORK STUDY? YES <input type="checkbox"/> NO <input type="checkbox"/> ALLOCATION AMOUNT: | |
| ARE YOU CURRENTLY ENROLLED AT CSUN? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | MAJOR | MINOR | ANTICIPATED DATE OF GRADUATION | |
| CSUN EMAIL | | ALTERNATE EMAIL | | CSUN ID | TOTAL UNITS COMPLETED | UNITS ENROLLED IN THIS SEMESTER | |

NOTE: ALL EMPLOYMENT RELATED INFORMATION WILL BE SENT TO CSUN ADDRESS

EMPLOYMENT DESIRED

| | |
|--|---|
| POSITION APPLYING FOR (ONE POSITION PER APPLICATION ONLY) | |
| ARE YOU CURRENTLY EMPLOYED? YES <input type="checkbox"/> NO <input type="checkbox"/> | IF SO, MAY WE CONTACT YOUR PRESENT EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/> |

AVAILABILITY

| | | | | | |
|--|--|--|--|---|--|
| ARE THERE ANY HOURS, SHIFTS, OR DAYS YOU CANNOT OR WILL NOT WORK? YES <input type="checkbox"/> NO <input type="checkbox"/> | | IF YES, WHEN? | | WILL YOU WORK OVERTIME IF ASKED? YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| WILL YOU ACCEPT TEMPORARY WORK? YES <input type="checkbox"/> NO <input type="checkbox"/> | | IF HIRED, ON WHAT DATE WILL YOU BE AVAILABLE TO WORK? | | | |
| ARE YOU AVAILABLE TO WORK ON SATURDAY? YES <input type="checkbox"/> NO <input type="checkbox"/> | | SUNDAY? YES <input type="checkbox"/> NO <input type="checkbox"/> | | EVENINGS? YES <input type="checkbox"/> NO <input type="checkbox"/> | |

PLEASE INDICATE THE TIMES YOU ARE AVAILABLE FOR WORK EACH DAY OR ATTACH AN ALTERNATE SCHEDULE.

| | SUNDAY | | | MONDAY | | | TUESDAY | | | WEDNESDAY | | | THURSDAY | | | FRIDAY | | | SATURDAY | | |
|--|--------|-----|-----|--------|-----|-----|---------|-----|-----|-----------|-----|-----|----------|-----|-----|--------|-----|-----|----------|-----|-----|
| FROM | | | | | | | | | | | | | | | | | | | | | |
| | AND | AND | AND | AND | AND | AND | AND | AND | AND | AND | AND | AND | AND | AND | AND | AND | AND | AND | AND | AND | AND |
| TO | | | | | | | | | | | | | | | | | | | | | |
| Total hours available per week | | | | | | | | | | | | | | | | | | | | | |
| WORK SCHEDULES MAY VARY FROM WEEK TO WEEK AND OCCASIONALLY EMPLOYEES ARE ASKED TO STAY LATE, LEAVE EARLY, OR COME IN ON A SCHEDULED DAY OFF. | | | | | | | | | | | | | | | | | | | | | |

GENERAL INFORMATION

| | |
|---|---|
| HAVE YOU EVER WORKED FOR THE UNIVERSITY STUDENT UNION, INC. AT CALIFORNIA STATE UNIVERSITY, NORTHRIDGE? YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| IF YES, WHEN? | WHERE? |
| SUPERVISOR'S NAME | REASON FOR LEAVING |
| ARE YOU ABLE TO PERFORM ALL THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING WITH OR WITHOUT REASONABLE ACCOMODATIONS? YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| LIST BUSINESS MACHINES YOU CAN OPERATE | |
| COMPUTER EXPERIENCE (PLEASE SPECIFY) | |
| TYPING SPEED (WPM) | WHAT COMPUTER APPLICATIONS CAN YOU OPERATE? |
| WHAT SPECIAL SKILLS OR OTHER QUALIFICATIONS DO YOU POSSESS RELATED TO THE JOB YOU ARE APPLYING FOR? | |
| HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE PAST SEVEN YEARS? YES <input type="checkbox"/> NO <input type="checkbox"/> <small>A "YES" answer does not automatically disqualify you from employment with the University Student Union, Inc. at California State University, Northridge. If yes, please describe in full.</small> | |
| IF OFFERED EMPLOYMENT, CAN YOU PROVIDE PROOF OF ELIGIBILITY TO WORK IN THE UNITED STATES PRIOR TO STARTING WORK? YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| HAVE YOU ENTERED INTO ANY AGREEMENTS WITH ANY FORMER EMPLOYER OR OTHER ENTITY (FOR EXAMPLE AN AGREEMENT NOT TO COMPETE OR A CONFIDENTIALITY AGREEMENT) THAT MAY AFFECT YOUR ABILITY TO WORK FOR THE UNIVERSITY STUDENT UNION, INC. AT CALIFORNIA STATE UNIVERSITY, NORTHRIDGE? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YOU ANSWERED "YES" PLEASE PROVIDE US WITH A COPY OF ANY SUCH AGREEMENT(S). | |
| TO ASSIST US IN CHECKING YOUR REFERENCES AND BACKGROUND, LIST ANY OTHER NAMES YOU HAVE USED | |

EDUCATIONAL HISTORY

| SCHOOL | NAME / CITY AND STATE | LEVEL OR YEARS COMPLETED | | | | MAJOR | TYPE OF DEGREE OR CERTIFICATE |
|----------------------------|-----------------------|--------------------------|---|---|---|-------|-------------------------------|
| HIGH SCHOOL | | 1 | 2 | 3 | 4 | | |
| COLLEGES/ OTHER SCHOOLS | | 1 | 2 | 3 | 4 | | |
| COLLEGES/ OTHER SCHOOLS | | 1 | 2 | 3 | 4 | | |

EMPLOYMENT EXPERIENCE

LIST EACH JOB HELD. START WITH PRESENT OR MOST RECENT JOB HELD. INCLUDE MILITARY SERVICE ASSIGNMENTS IF RELEVANT. YOU MAY ALSO INCLUDE VOLUNTARY EXPERIENCE. IF YOU NEED ADDITIONAL SPACE, OR IF YOU WISH TO EXPLAIN THE CIRCUMSTANCES OF YOUR DEPARTURE FROM A PREVIOUS EMPLOYER, PLEASE ATTACH A SEPARATE SHEET. WE MAY CONTACT EMPLOYERS LISTED ON THIS APPLICATION.

NOTE REGARDING MILITARY SERVICES: A DISHONORABLE DISCHARGE IS NOT AN ABSOLUTE BAR TO YOU FOR EMPLOYMENT WITH THE UNIVERSITY STUDENT UNION, INC. AT CALIFORNIA STATE UNIVERSITY, NORTHRIDGE. OTHER FACTORS WILL AFFECT A FINAL DECISION. DO NOT INCLUDE INFORMATION REGARDING SERVICE IN THE MILITARY OF A FOREIGN COUNTRY.

| | | | | | | | |
|--|-----|------------------|-----|-----------------|----------------------|--|--|
| FROM MO | YR | TO MO | YR | EMPLOYER'S NAME | | | |
| COMPLETE ADDRESS (STREET NO, CITY, STATE AND ZIP CODE) | | | | | | | |
| STARTING PAY \$ | PER | ENDING PAY \$ | PER | JOB TITLE | IMMEDIATE SUPERVISOR | AREA CODE AND PHONE # () | |
| DESCRIPTION OF DUTIES | | | | | | | |
| REASON FOR LEAVING | | | | | | MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/> | |

| | | | | | | | |
|--|-----|------------------|-----|-----------------|----------------------|--|--|
| FROM MO | YR | TO MO | YR | EMPLOYER'S NAME | | | |
| COMPLETE ADDRESS (STREET NO, CITY, STATE AND ZIP CODE) | | | | | | | |
| STARTING PAY \$ | PER | ENDING PAY \$ | PER | JOB TITLE | IMMEDIATE SUPERVISOR | AREA CODE AND PHONE # () | |
| DESCRIPTION OF DUTIES | | | | | | | |
| REASON FOR LEAVING | | | | | | MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/> | |

| | | | | | | | |
|--|-----|------------------|-----|-----------------|----------------------|--|--|
| FROM MO | YR | TO MO | YR | EMPLOYER'S NAME | | | |
| COMPLETE ADDRESS (STREET NO, CITY, STATE AND ZIP CODE) | | | | | | | |
| STARTING PAY \$ | PER | ENDING PAY \$ | PER | JOB TITLE | IMMEDIATE SUPERVISOR | AREA CODE AND PHONE # () | |
| DESCRIPTION OF DUTIES | | | | | | | |
| REASON FOR LEAVING | | | | | | MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/> | |

DRUG AND ALCOHOL POLICY

The University Student Union, Inc. at California State University, Northridge has a vital interest in maintaining a drug and alcohol free environment for its employees, customers, and visitors. Therefore, the University Student Union, Inc. at California State University, Northridge prohibits the use of, possession of, distribution of, purchase or sale of, offering to purchase or sell, transfer of, trafficking in, and working or reporting for work under the influence of intoxicants, drugs or controlled or illegal substances. Applications for employment may undergo a post-offer, pre-employment drug and alcohol screening as a condition of employment. Results of such tests will be kept confidential in accordance with applicable laws.

PLEASE READ AND SIGN BELOW

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by the University Student Union, Inc. at California State University, Northridge unless i have indicated to the contrary. I authorize the references listed above to provide the University Student Union, Inc. at California State University, Northridge with any and all information concerning my previous employment and any pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the University Student Union, Inc. at California State University, Northridge as well as from the use or disclosure of such information by the University Student Union, Inc. at California State University, Northridge or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, in my dismissal from employment.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. I understand that employment with the University Student Union, Inc. at California State University, Northridge is "at will" meaning that the terms and conditions of employment may be changed with or without notice, with or without cause, including, but not limited to, termination, demotion, promotion, compensation, benefits, duties, and location of work. I understand that no representative of the University Student Union, Inc. at California State University, Northridge has the authority to make assurances to the contrary.

APPLICANT'S SIGNATURE _____ DATE _____