



**Student Assistant Staff Application for Employment**

The University-Student Union is an Affirmative Action/Equal Opportunity Employer; applicants will be considered without regard to their race, color, religion, marital status, national origin, sex, age, pregnancy, sexual orientation, disability, or other status protected by state or federal regulation within the limits imposed by law.

Please complete the entire application form, taking care to provide all information requested including employment dates and a summary of duties performed for each job listed. A resume may be attached, but will be considered as supplemental only, and not as a replacement for information requested on the application. Failure to provide sufficient information, which shows evidence of meeting minimum qualifications, will result in disqualification or nonconsideration.

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**General Information** *(Please type or print)*

Date:	Position Applying For:
Name: Last, First, Middle	Telephone (Include Area Code): (      )
Address: Number, Street, Apartment/Space Number	Cell Phone (Include Area Code): (      )
City, State Zip Code	Cal State LA Email Address:

May we contact you at work? Yes  No

Have you been convicted of a criminal offense (felony or misdemeanor)? Yes  No   
*Note: a conviction is not an automatic bar to employment. Each case will be considered on its own merit.  
 Convictions for marijuana-related offenses that are more than two years old need not be listed.*

If yes, state nature of the crime(s), when and where convicted, and disposition of case.

Academic Status:  Freshman  Sophomore  Junior  Senior  Graduate

GPA \_\_\_\_\_\* Major \_\_\_\_\_ Course units this quarter \_\_\_\_\_

*\*All applicants must have at least a 2.0 to be eligible for employment with the University-Student Union*

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodations?  
 Yes  No

If no, describe the functions that cannot be performed:

## Employment

**Resumes may be included but this employment portion of the application must be filled in completely.**

List your entire work record. Begin with your present job and list in reverse order. Include self-employment in excess of one month as a separate period. List each promotion as a separate job. Please account for all work history. Attach additional sheets as necessary. You may list any military or volunteer experience in the employment section below.

**MAY WE CONTACT YOUR PRESENT EMPLOYER?** Yes  No  Later

Dates of Employment From: _____ Mo.   Yr. To: _____ Mo.   Yr. Hrs/Wk: _____	Name of Employer or Company	Telephone Number
	Address, City, State, Zip Code	Email Address
	Supervisor's Name and Job Title	Your Job Title
	Describe your Duties:	
	Reason for Leaving:	
Dates of Employment From: _____ Mo.   Yr. To: _____ Mo.   Yr. Hrs/Wk: _____	Name of Employer or Company	Telephone Number
	Address, City, State, Zip Code	Email Address
	Supervisor's Name and Job Title	Your Job Title
	Describe your Duties:	
	Reason for Leaving:	
Dates of Employment From: _____ Mo.   Yr. To: _____ Mo.   Yr. Hrs/Wk: _____	Name of Employer or Company	Telephone Number
	Address, City, State, Zip Code	Email Address
	Supervisor's Name and Job Title	Your Job Title
	Describe your Duties:	
	Reason for Leaving:	
Dates of Employment From: _____ Mo.   Yr. To: _____ Mo.   Yr. Hrs/Wk: _____	Name of Employer or Company	Telephone Number
	Address, City, State, Zip Code	Email Address
	Supervisor's Name and Job Title	Your Job Title
	Describe your Duties:	
	Reason for Leaving:	

**List all your computer and software experience:**

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**Additional Qualifications**

Please identify any skill, knowledge or ability related to this position which would assist in the evaluation of your application.

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**WORK AVAILABLE SCHEDULE**

**Quarter:**      **Fall**                      **Winter**                      **Spring**                      **Summer**                      **20\_\_\_\_\_**

Please indicate with an "X" the times you are available to work:

<b>TIME</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>	<b>SAT</b>	<b>SUN</b>
7:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which confirms identity and authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens.

**Can you provide the necessary documentation at the start of employment?**    **Yes**       **No**

This information may be used only for the purpose of employment in accordance with the Information Practices Act of 1977.

I hereby certify that the information contained in this application form is true, complete and correct to the best of my knowledge and agree to have any of the statements checked by the University-Student Union unless I have indicated to the contrary. I authorize the individuals and/or organizations, entities or agencies described in this application to release to the University-Student Union any and all information concerning my previous employment (including, but not limited to, achievement, performance, attendance, etc.) 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 as well as from the use of disclosure of such information by the University-Student Union 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, may be considered cause for termination.

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**Applicant's Signature**

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**Date**