

## STUDENT EMPLOYMENT APPLICATION

**PLEASE MARK THE POSITION FOR WHICH YOU ARE APPLYING:**

*(Only mark ONE job position per application)*

- |   |  |
|---|--|
| <input type="checkbox"/> Aquatics                     | <input type="checkbox"/> Operations Assistant                    |
| <input type="checkbox"/> Building Steward / Events    | <input type="checkbox"/> Outdoor Excursions Office / Trip Leader |
| <input type="checkbox"/> Child Care                   | <input type="checkbox"/> Photographer                            |
| <input type="checkbox"/> Culinary Assistant           | <input type="checkbox"/> Personal Trainer                        |
| <input type="checkbox"/> Custodial                    | <input type="checkbox"/> Recreation Class Instructor             |
| <input type="checkbox"/> Fitness Class Instructor     | <input type="checkbox"/> Ropes Program Student Staff             |
| <input type="checkbox"/> Front Counter                | <input type="checkbox"/> Social Media Manager/Coordinator        |
| <input type="checkbox"/> Graphic Designer             | <input type="checkbox"/> Weight Room Staff / Technician          |
| <input type="checkbox"/> Intramural Office / Official | <input type="checkbox"/> Videographer                            |
| <input type="checkbox"/> Maintenance / Custodian      | <input type="checkbox"/> Rec Squad                               |
| <input type="checkbox"/> Other: _____                 |  |

*A separate application is required for each position. Type or print in black or blue ink.*

Position				
Title			Department	
General Information				
Last Name		First Name		Middle
Address				
City		State		Zip Code
Home Phone	Cell Phone	Email		
Do you have the legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		Upon hire, will you be able to provide proof of eligibility to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		If you are under 18 years of age, can you furnish proof of eligibility to work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed by UC Riverside? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide the date(s) employed.	Department		Position Title
Are you a UC retiree? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently on assignment or employed through a temporary agency with UCR? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been employed by another UC location? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide the date(s) and location. From                  to Location	
Do you have any relatives employed by UC Riverside? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide the relatives name.	Relationship	Department	
Education				
Name of School	City and State	Degree or Diploma Earned <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Degree or Diploma Earned	Major
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
List membership in professional societies and/or certificates and licenses. Give state, number, and expiration date. (You may exclude names of organizations, which may reveal your race, color, religion, national origin, ancestry, or physical handicap.)				
Additional information including special projects, skills, published writings, training, machines operated special interests and community activities. (You may exclude names of organizations, which may reveal your race, color, religion, national origin, ancestry, or physical handicap.)				
Describe senior projects, M.A., M.S., or Ph.D. thesis, if appropriate.				
Employment Record				
List your present or most recent employer first and include U.S. Armed Forces experience and major volunteer experience. Account for all time during at least the past ten years, including periods of unemployment. (You may exclude the name(s) of organizations if you feel they may reveal your race, color, religion, national origin, or ancestry.) Should you need additional space, please add the information on a separate sheet of paper. In addition to completing this application, you may also include a copy of your resume.				

<b>Position Title</b>	<b>Start Date</b>	<b>End Date</b>
<b>Employer</b>	<b>Type of Business</b>	
<b>Street Address, City, State, Zip Code</b>		
<b>Immediate Supervisor</b>	<b>Phone Number</b>	
<b>Reason for Leaving</b>	<b>May we contact this employer?</b>	
<b>Duties Performed</b>		
<b>Position Title</b>	<b>Start Date</b>	<b>End Date</b>
<b>Employer</b>	<b>Type of Business</b>	
<b>Street Address, City, State, Zip Code</b>		
<b>Immediate Supervisor</b>	<b>Phone Number</b>	
<b>Reason for Leaving</b>	<b>May we contact this employer?</b>	
<b>Duties Performed</b>		
<b>Position Title</b>	<b>Start Date</b>	<b>End Date</b>
<b>Employer</b>	<b>Type of Business</b>	
<b>Street Address, City, State, Zip Code</b>		
<b>Immediate Supervisor</b>	<b>Phone Number</b>	
<b>Reason for Leaving</b>	<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Duties Performed</b>		
<b>Position Title</b>	<b>Start Date</b>	<b>End Date</b>
<b>Employer</b>	<b>Type of Business</b>	
<b>Street Address, City, State, Zip Code</b>		
<b>Immediate Supervisor</b>	<b>Phone Number</b>	
<b>Reason for Leaving</b>	<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Duties Performed</b>		

<b>Position Title</b>	<b>Start Date</b>	<b>End Date</b>
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<b>Street Address, City, State, Zip Code</b>		
<b>Immediate Supervisor</b>	<b>Phone Number</b>	
<b>Reason for Leaving</b>	<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Duties Performed</b>		

<b>Position Title</b>	<b>Start Date</b>	<b>End Date</b>
<b>Employer</b>	<b>Type of Business</b>	
<b>Street Address, City, State, Zip Code</b>		
<b>Immediate Supervisor</b>	<b>Phone Number</b>	
<b>Reason for Leaving</b>	<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Duties Performed</b>		

<b>Additional Comments (if any)</b>
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**Disclosure**

UCR strives to accommodate applicants with disabilities. In the event that your disability prevents you from completing this application, please contact the Disability Management Office at (951) 827-4785 for assistance.

The University of California is an Equal Opportunity/Affirmative Action employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by law.

For more information about your EEO rights as an applicant, please review the [EEO is the Law Poster](https://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf) at [https://www.eeoc.gov/employers/upload/poster\\_screen\\_reader\\_optimized.pdf](https://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf) and the [Non-discrimination Provision](http://jobs.ucr.edu/docs/nondiscrimination_posting.pdf) at [http://jobs.ucr.edu/docs/nondiscrimination\\_posting.pdf](http://jobs.ucr.edu/docs/nondiscrimination_posting.pdf).

The State of California Information Practices Act of 1977 (effective, July 1978) requires the University to provide the following information to individuals asked to supply information about themselves.

- I. The principal purpose for requesting self-identify information is for affirmative action administration. University policy, state and federal statutes, which are available in the Human Resources Equal Employment & Affirmative Action Office, authorize the maintenance of this information. Information furnished on these forms may be used by

- various university departments for the purposes cited in those policies and statutes and will be given to state and federal agencies if required by law.
- II. Furnishing the information on the employment application form is mandatory; failure to provide the information will prevent evaluation of your qualifications for employment. Furnishing the information on the applicant survey and self-identification forms is voluntary; there is no penalty for not completing the form.
  - III. Individuals have the right to review their own records in accordance with Staff Personnel Policy 80 and Academic Personnel Manual Section 160. Information on these policies may be obtained from the campus Human Resources and Academic Personnel Offices.

**Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics**

Notification with regard to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 as provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, prospective employees are entitled to request and receive a copy of the Annual Security Report of any campus of the University at which they are considering employment. The UC Riverside Campus Security and Crime Report is available at the following website: [Security Report - http://police.ucr.edu/clery/clery.html](http://police.ucr.edu/clery/clery.html). The report contains a summary of crimes reported on the campus and in other designated areas during the past three calendar years. It also contains references to University and campus policies concerned with criminal activity and security on campus. Printed copies of the Report are available upon request from the University of California, Riverside, Police Department; 3500 Canyon Crest Drive, Riverside, CA 92521 or by telephone at (951) 827-5222.

The University of California is Tobacco-Free. Smoking, the use of smokeless tobacco products, e-cigarettes, and unregulated nicotine products will be strictly prohibited.

***This position may be subject to a background check. Any convictions will be evaluated to determine if they directly relate to the responsibilities and requirements of the position. Having a conviction history will not automatically disqualify an applicant from being considered for employment.***

**Authorization**

I have read the above disclosures. By checking this box and by signing this application, I certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any misrepresentation, falsification, or omission of facts may be grounds for disqualification or separation. Furthermore, I authorize the University of California to verify the information on this form and any other materials that I have submitted as part of the application process and to contact my references if I become a final candidate for the position(s).

\_\_\_\_\_ **Applicant's Signature**

\_\_\_\_\_ **Date**

## Supplemental Questions

<b>Position</b>			
Title		Department	
<b>General Information</b>			
Last Name		First Name	Middle
Are you enrolled in school right now? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, are you a full-time student? <input type="checkbox"/> Yes <input type="checkbox"/> No	What is your expected graduation date?	Are you eligible for Work/Study? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to work up to 20 hours per week? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you answered no, please explain any time constraints in your schedule that would prevent you from working 20 hours a week.		
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\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**