

## STUDENT EMPLOYMENT APPLICATION

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Local Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**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: _____                 |                                                                  |

**Have you been or are you currently employed by the University?**       Yes       No

**Have you ever been convicted of a criminal offense by any court?**       Yes       No

This includes any offense where you were found guilty, pled guilty, or pled nolo contendere. You may omit:

- A. Traffic violations for which the fine imposed was \$300.00 or less.
- B. Conviction of misdemeanor while under the age of 18, if the record was sealed under penal code 1203.45.
- C. Any conviction specified in the health and safety code section 11361.5 which pertains to various marijuana offenses.

**If you answer Yes, please list the dates, places and specific offense(s) on this form.**

*(A conviction will not necessarily disqualify you from consideration for employment)*

**Do you have a valid California Drivers License?**       Yes       No

**List any current certificates you hold, such as CPR/First Aid, Lifeguard, Personal Training, WSI, LGI, etc...**

*(You may exclude any which reveal your race, color, national origin, ancestry, or physical handicap.)*

**List any clubs or organizations you are a member of:**

*(You may exclude any which reveal your race, color, national origin, ancestry, or physical handicap.)*

**Prior work/volunteer experience: (List your present or most recent employer first):**

(1) Company: \_\_\_\_\_ Employment Dates: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
City & State: \_\_\_\_\_ Phone: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

(2) Company: \_\_\_\_\_ Employment Dates: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
City & State: \_\_\_\_\_ Phone: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

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**Are you a full time student?**                       Yes               No

**What is your major?** \_\_\_\_\_ **Expected Graduation Date:** \_\_\_\_\_

**Are you currently on work study?**                       Yes               No

**Do you have any time constraints in your schedule that would prevent you from working up to 20 hours per week?**               Yes               No

**If Yes, please explain:** \_\_\_\_\_

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The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis or race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam era veteran, recently separated veteran, or any veteran who served on active duty during a war or in a campaign or expedition for which a campaign has been authorized).

The University of California is an affirmative action/equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities, and for special disabled veteran, Vietnam era veteran, recently separated veteran, or any veteran who served on active duty during a war or in a campaign or expedition for which a campaign has been authorized. University policy is intended to be consistent with provisions of applicable State and Federal laws.

Inquiries regarding the University's equal opportunity policies may be directed to:  
Director, Office of Faculty & Staff Affirmative Action

University of California, Riverside              (951) 827-5604

The State of California Informational 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 information on the attached form is for personnel and affirmative action administration. University policy and State and Federal statutes, which are available in the Human Resources and Affirmative Action Offices, authorize the maintenance of this information. Information 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 forms.
- III. Individuals have the right to review their own records in accordance with Staff Personnel policy 605 and Academic Personnel Manual 195. Information on those policies may be obtained from the campus Human Resources and Academic Personnel Offices.
- IV. The Director of Human Resources is responsible for maintaining the information supplied on the application form; the Affirmative Action Officer is responsible for maintaining the information supplied on the applicant survey and self-identification forms.
- V. Campus Security and Crime Report: The U.C. Riverside Campus Security and Crime Report is available at the following website: <http://www.police.ucr.edu/securityreport>. 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 Police Department, 3500 Canyon Crest Dr. Riverside, Ca 92521 or by telephone at (909) 827-5222.

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 falsification of this record may be considered cause for separation.

\_\_\_\_\_  
Please Print Name

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

\_\_\_\_\_  
Date