

California State Polytechnic University, Pomona

Human Resources Department

3801 West Temple Avenue, Pomona, CA 91768-4023

Telephone: (909) 869-3733



An Affirmative Action/Equal Opportunity Employer

Application for Staff Employment

Applicant Information

Name: Last, First, Middle Initial

Home Telephone No.

Address: Street, Apartment or Space Number

Work Telephone No.

City

State

Zip

Email:

Cellular Telephone No.

Are you 18 years of age or older?

Yes

No

If an offer of employment is made, can you provide proof of your legal right to work in the U.S.?

Yes

No

Have you been previously employed by Cal Poly Pomona or the CSU System or any other state agency?

Yes

No

If 'yes', list dates, positions, departments, campus.

Bronco ID# (if CPP)

Have you ever worked under name(s) other than stated above?

Yes

No

If 'yes', please list:

Are you related to any current employee(s) of Cal Poly Pomona, ASI or Foundation?

Yes

No

If 'yes', please identify (name & department):

Respond only if driving is an essential function of the position for which you are applying.

Do you have a valid California Driver's License?

Yes

No

If 'yes', please indicate type:

Class A

Class B

Class C

If 'no', is there anything which would prohibit you from obtaining a California Driver's License?

Have you ever been convicted of a crime? Yes No (You may omit minor traffic violations, any offense committed prior to your 18th birthday adjudicated in a juvenile Court or under a youth offender law, or any incident that has been sealed under Welfare and Institutions Code Section 781 or Penal Code Section 1203.45.)

If 'Yes', please complete the attached Conviction Disclosure Form. A 'Yes' answer does not automatically disqualify you from receiving consideration for employment.

Employment Interest

A separate application must be provided for each recruitment in which you are interested.

Position Applied for:

Recruitment No.:

Where *specifically* did you hear about the position for which you are applying:

University Policy on Smoking: In keeping with the University's longstanding commitment to provide a healthy and safe environment for students, employees and visitors, smoking is prohibited inside all university facilities and university owned or maintained vehicles.

Education and Special Training

Name/Location of Last High School Attended:	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> If not, do you have a: <input type="checkbox"/> GED Certificate or <input type="checkbox"/> CHSPE Certificate?
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Name(s)/Location(s) of Colleges or Universities Attended	Major	Specialization Within Major	Units Completed		Date Graduated (MM/YY)	Degree Earned
			Sem.	Qtr.		

Name(s)/Location(s) of Business, Technical or Trade Institutions Attended	Course of Study	Dates Attended		Certificates or Licenses Obtained
		From (MM/DD/YY)	To (MM/DD/YY)	

Current Professional Licenses or Certificates – *Specify type(s) and expiration date(s).*

Additional Qualifications

Special Related Skills (e.g., proficiency in medical terminology, spread sheets, statistical analysis, etc.)

Related Equipment Which You Operate Proficiently

Specific Relevant Courses, Conferences, Seminars and Workshops Attended or Conducted

Publications/Reports Coordinated or Authored

Computer Knowledge and Ability					
Hardware	Familiarity	Proficiency	Software	Familiarity	Proficiency
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

Other (e.g., Computer Programming Languages):

Employment History

The **Employment History** must be completed in detail even though a resume may be included and/or required. Beginning with your present job, list all employment activity for the past 10 years. Each promotion should be identified as a separate job. Earlier relevant experience may also be included. Attach additional sheets if necessary. **Reference checks are conducted with both current and former employers on candidates under final consideration.**

Dates of Employment: From (mm/yy): To (mm/yy): Avg. Hrs. Per Week: Last Salary: \$ Per: Hour <input type="checkbox"/> Month <input type="checkbox"/> Year <input type="checkbox"/> Additional Average Monthly Wages (i.e., bonus, commission): \$	Employer:		Telephone No.
	Department:		
	Address, City, State, Zip:		
	Supervisor's Name and Title:		Telephone No.
	Your Functional Title:	Classification (if applicable):	
	Summarize Your Duties:		
	Number of People You Supervised:		
	Reason for Seeking Other Employment:		

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	Your Functional Title:	Classification (if applicable):	
	Summarize Your Duties:		
	Number of People You Supervised:		
	Reason for Seeking Other Employment:		

Have you ever been fired or asked to leave employment? Yes No If Yes, please explain:

If appointed, how much noticed would you be required to give at your current place of employment:

COMMENTS: Use this space to provide any other information you believe will be of value in considering your application for employment, or for additional comments concerning any item on the application for which more space is needed to provide complete information.

REFERENCES: List three people not related to you who can attest to your professional abilities and character.

Name	Occupation	Telephone No.
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Address, City, State, Zip Code

Name	Occupation	Telephone No.
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Address, City, State, Zip Code

Name	Occupation	Telephone No.
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Address, City, State, Zip Code

I understand that all offers of employment are contingent upon verification of my identity and authorization to work in the United States.

I further understand that before entering into the duties of State employment, United States citizens are required to sign the Oath of Allegiance; legally employed non-citizens are required to sign the Declaration of Permission to Work. Alien employees who subsequently become naturalized citizens must then sign an oath.

I hereby certify that the information contained in this application and all supplemental support documents is accurate and truthful to the best of my knowledge and belief. I understand that the misstatement or omission of pertinent facts or information may disqualify me from employment consideration with Cal Poly Pomona and, if hired, may be grounds for dismissal.

I agree to any pre/post-employment examination, including medical or psychological, which may be required as a condition of continued employment.

I understand that this application and all supplemental support documents become the property of the University, and that the information provided herein will be used for the purpose of employment in accordance with the Information Practices Act of 1977.

Signature

Date

CONFIDENTIAL

Affirmative Action Applicant Data Form
California State Polytechnic University, Pomona

All persons are encouraged to apply for any position at California State Polytechnic University, Pomona, for which they consider themselves qualified based on published minimum requirements.

Cal Poly Pomona is an equal employment opportunity affirmative action employer subject to all state and federal regulations pertaining to non-discrimination based on sex, sexual orientation, race, national origin, religion, disability, marital status, age and veteran status.

To assist the University in assessing the effectiveness of its efforts to attract a diverse group of applicants, please provide the information requested below. This form will be detached prior to any application, review, evaluation, or examination process. The data provided is used for statistical compilation and reporting purposes only. The information is to be submitted on a voluntary basis and will not be used in employment decisions made by the University, nor will it become part of any personnel file.

Thank you for your assistance.

Name: _____

Date: _____

Position for which you are applying:

Recruitment No.

ETHNIC GROUP (Check one that applies)		RACE/ETHNICITY
<input type="checkbox"/> White	(1)	European, Middle Easterner, North African
<input type="checkbox"/> Black	(2)	African American, person having origins in any of the Black racial groups of Africa
<input type="checkbox"/> Hispanic	(3)	Person of South American, Central American, Cuban, Mexican, Mexican-American/Chicano, Puerto Rican, or other Spanish culture of origin
<input type="checkbox"/> Asian/Pacific Islander	(4)	Asian Indian (Indian, Pakistani), Cambodian, Japanese, Chinese, Laotian, Malaysian, Thai, Vietnamese, Korean, Pilipino, Guamanian/Chamorro, Hawaiian, Samoan, or other Far East, Southeast Asia, Indian Subcontinent, or Pacific Island origin.
<input type="checkbox"/> American Indian/Alaskan Native	(5)	Person of Aleut or Eskimo descent, Alaskan, or American Indian, or who is known by tribal association.
<input type="checkbox"/> Other Non-White	(6)	Ethnicity not indicated.

Gender: Female Male

How did you learn of the position? Cal Poly Employee Employment Hotline Walk-in
 Career Opportunity Bulletin Other (specify):

If you learned of this position from a newspaper, which one?

Los Angeles Times San Gabriel Valley Tribune Orange County Register Inland Valley Daily Bulletin

Chronicle of Higher Education Job Available Other (specify):

DISCLOSURE OF INFORMATION

POLICY:

All applicants for University employment shall be required to answer the University Application for Staff Employment:

Have you ever been convicted of a crime?

Yes

No

Applicants may respond "no" to this inquiry if they have never been convicted, and when they have been convicted of an offense involving, 1) a minor traffic violation; 2) a violation of Health and Safety Code 11357 (b) or (c), 11360 (c), 11364, 11365 or 11550 as they relate to marijuana convictions prior to January 1, 1967; 3) a conviction which has been judicially dismissed, expunged, sealed or eradicated; or 4) a misdemeanor conviction for which the probation has been completed and the case has been judicially dismissed. **Complete DISCLOSURE OF INFORMATION, page 2, if you have a reportable conviction(s).**

GENERAL INFORMATION:

Conviction of a crime is not an absolute bar from University employment. Each situation will be reviewed by Human Resource Services which shall consider, among other matters, the relevance of the conviction to the nature of employment sought by the applicant, applicant history since the conviction, and the regency of the conviction itself.

Undisclosed previous convictions (with the exception of those specified above) shall be considered grounds for termination.

Questions regarding the disclosure of previous convictions should be discussed with the Personnel Programs Administrator managing the recruitment prior to the submission of the Application or the Disclosure Form.

DISCLOSURE FORM

Human Resource Services

California State Polytechnic University, Pomona

INSTRUCTIONS: Please read the University policy on the Disclosure of information found on the reverse side of this form. Complete this form if you have a reportable conviction(s). List each conviction in a separate section below.

Position Applied for:

Recruitment No.:

Describe specific offense: If you were convicted, provide: Specific charge for which convicted: Date of conviction: Dispositions (i.e. sentence):
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I hereby certify that the above information is true to the beset of my knowledge and belief.

Applicant's Signature

Date