



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? IF YES, WHEN?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	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
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? IF YES, WHEN?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	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"/>	If yes, please describe in full.	
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		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
COLLEGES/ OTHER SCHOOLS		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
COLLEGES/ OTHER SCHOOLS		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 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 _____