

**CAL POLY STATE UNIVERSITY**  
 San Luis Obispo  
 Payroll Services

**STUDENT EMPLOYMENT APPLICATION**

<b>Position Applying for:</b>	<b>Department:</b>
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<b>LAST</b> Name	<b>FIRST</b> Name	Initials	Home/Message Phone: ( )
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Mailing Address	Year in School: <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR	Major:
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City	State	Zip Code	Expected Graduation Date:	Hours Available per Week: <input style="width:50px" type="text"/>
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Please respond to the questions below	YES	NO	Further Instructions
1. Are you 18 years of age or older?	<input type="checkbox"/>	<input type="checkbox"/>	If "NO" a work permit is required at time of employment
2. Are you currently employed at Cal Poly?	<input type="checkbox"/>	<input type="checkbox"/>	If "YES", check status below: <input type="checkbox"/> Student Assistant - Department: _____ <input type="checkbox"/> ASI <input type="checkbox"/> Foundation <input type="checkbox"/> State staff/faculty
3. Have you ever been dismissed from employment?	<input type="checkbox"/>	<input type="checkbox"/>	If "YES" please explain
4. Have you been convicted of a misdemeanor or felony as an adult (18 or older)? <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, please list circumstances and date. Exclude minor traffic and other convictions which have been judicially dismissed, expunged, sealed, or eradicated. Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.			
5. Are you a current federal Work-Study (FWS) award recipient? <input type="checkbox"/> NO <input type="checkbox"/> YES			

**SKILLS AND ABILITIES (indicate those relevant to the position for which you are applying)**

Typing Speed: _____ WPM	Other skills & abilities (interpreting or other language skills; specialized equipment, etc.)
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**COMPUTER TECHNOLOGY SKILLS**

Skill Area	Application/ Software Used	Skill Level (please "X")			
		No Exp	Some Exp	Competent	Expert
Word Processing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spreadsheet		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Database		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet/Web		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programming Languages		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Operating Systems		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**LICENSES & CERTIFICATES (Complete this section only if license/ certificate is required for the position)**

Do you have a valid California Driver's License? <input type="checkbox"/> YES <input type="checkbox"/> NO	Other Licenses & Certificates:
License No:	
Expiration Date:	

**AVAILABLE WORK HOURS**

Hours	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRI DAY
7:00 AM					
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					

WORK EXPERIENCE		
<b>1. EMPLOYER: Organization Name</b>	Job Title & Department	Average Hours per Week
Employer's Address	Last Salary/Payment Basis	Dates of Employment (Mo/Yr)
Immediate Supervisor/Telephone No.	Reason for Leaving	
Job Duties		
<b>2. EMPLOYER: Organization Name</b>	Job Title & Department	Average Hours per Week
Employer's Address	Last Salary/Payment Basis	Dates of Employment (Mo/Yr)
Immediate Supervisor/Telephone No.	Reason for Leaving	
Job Duties		
<b>3. EMPLOYER: Organization Name</b>	Job Title & Department	Average Hours per Week
Employer's Address	Last Salary/Payment Basis	Dates of Employment (Mo/Yr)
Immediate Supervisor/Telephone No.	Reason for Leaving	
Job Duties		
<b>QUALIFICATIONS SUMMARY (Describe how your experience, skills and abilities qualify you for this position)</b>		
<b>REFERENCES (List at least three persons not related to you who can attest to your professional abilities)</b>		
<b>1. Name</b>	Occupation	Telephone No. (with area code) ( )
Street Address, City, State, Zip		
<b>2. Name</b>	Occupation	Telephone No. (with area code) ( )
Street Address, City, State, Zip		
<b>3. Name</b>	Occupation	Telephone No. (with area code) ( )
Street Address, City, State, Zip		

**PLEASE READ CAREFULLY BEFORE SIGNING:**

I hereby certify that all statements made on this application and all other documents I may have submitted in support of my application are true and complete to the best of my knowledge. I understand that my stated pre-employment qualifications are subject to verification and I hereby authorize the university to confirm any information provided. I understand that any falsification of my application materials may be cause for disqualification from further consideration or termination, if such information is determined after employment. If selected for employment, I agree to be fingerprinted, if required for the position. I understand that as a condition of employment, U.S. citizens are required to sign the State of California's "Oath of Allegiance" and non-U.S. citizens are required to sign the "Declaration of Permission to Work." *Cal Poly only hires individuals lawfully authorized to work in the U.S.* If hired, I agree to provide proof of my identity and work authorization as required by the Immigration Reform and Control Act of 1986.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Cal Poly, San Luis Obispo has made crime reporting statistics available on-line at [www.afd.calpoly.edu/Police/index.htm](http://www.afd.calpoly.edu/Police/index.htm). To request a printed copy of the Campus Security Report, contact the University Police at (805) 756-2281.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**