

**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?			<input type="checkbox"/> YES <input type="checkbox"/> NO	WORK STUDY? <input type="checkbox"/> YES <input type="checkbox"/> NO
ARE YOU CURRENTLY ENROLLED AT CSUN?			MAJOR	MINOR
<input type="checkbox"/> YES <input type="checkbox"/> NO			ANTICIPATED DATE OF GRADUATION	
ALLOCATION AMOUNT:	CSUN EMAIL		ALTERNATE EMAIL	CSUN ID

**EMPLOYMENT DESIRED**

POSITION APPLYING FOR (ONE POSITION PER APPLICATION ONLY) - Refer to posted position.

ARE YOU CURRENTLY EMPLOYED?  YES  NO

IF HIRED, ON WHAT DATE WILL YOU BE ABLE TO WORK?

**AVAILABILITY**

ARE THERE ANY HOURS, SHIFTS, OR DAYS YOU CANNOT WORK? IF YES, WHEN?  YES  NO

WILL YOU WORK OVERTIME IF ASKED?  YES  NO

PLEASE INDICATE THE TIMES YOU ARE AVAILABLE FOR WORK EACH DAY OR ATTACH AN ALTERNATE SCHEDULE

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
to							
Total available hours 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 SCHEDULE DAY OFF.							

**GENERAL INFORMATION**

HAVE YOU EVER WORKED FOR ASSOCIATED STUDENTS AT CALIFORNIA STATE UNIVERSITY, NORTHRIDGE?  YES  NO

IF YES WHEN? WHERE?

DO YOU HAVE A CURRENT VALID DRIVER'S LICENCE?  YES  NO

ARE YOU ABLE TO PERFORM ALL THE ESSENTIAL FUNCTIONS OF THE JOB YOU ARE APPLYING FOR WITH OR WITHOUT REASONABLE ACCOMMODATIONS?  YES  NO

COMPUTER EXPERIENCE (PLEASE SPECIFY SOFTWARE AND HARDWARE):

TYPING SPEED (WPM)

WHAT SPECIAL SKILLS OR OTHER QUALIFICATIONS DO YOU POSSESS RELATED TO THE JOB YOU ARE APPLYING FOR?

IF OFFERED EMPLOYMENT, CAN YOU PROVIDE PROOF OF ELIGIBILITY TO WORK IN THE UNITED STATES PRIOR TO STARTING WORK?  YES  NO

TO ASSIST US IN CHECKING YOUR REFERENCES AND BACKGROUND, LIST ANY OTHER NAMES YOU HAVE USED:

## EMPLOYMENT / INTERNSHIP EXPERIENCE

LIST EACH JOB HELD. START WITH PRESENT OR MOST RECENT JOB HELD. INCLUDE MILITARY SERVICE ASSIGNMENTS IF RELEVANT. 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 FROM EMPLOYMENT WITH ASSOCIATED STUDENTS CALIFORNIA STATE UNIVERSITY, NORTHRIDGE, INC. OTHER FACTORS WILL AFFECT A FINAL DECISION. DO NOT INCLUDE INFORMATION REGARDING SERVICE IN THE MILITARY OF A FOREIGN COUNTRY.

<b>FROM</b>		<b>TO</b>		EMPLOYER'S NAME
MO	YR	MO	YR	
COMPLETE ADDRESS (STREET NO, CITY, STATE AND ZIP CODE)				
				JOB TITLE
				IMMEDIATE SUPERVISOR
				AREA CODE AND PHONE # ( )
DESCRIPTION OF DUTIES				
REASON FOR LEAVING				MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO

<b>FROM</b>		<b>TO</b>		EMPLOYER'S NAME
MO	YR	MO	YR	
COMPLETE ADDRESS (STREET NO, CITY, STATE AND ZIP CODE)				
				JOB TITLE
				IMMEDIATE SUPERVISOR
				AREA CODE AND PHONE # ( )
DESCRIPTION OF DUTIES				
REASON FOR LEAVING				MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO

<b>FROM</b>		<b>TO</b>		EMPLOYER'S NAME
MO	YR	MO	YR	
COMPLETE ADDRESS (STREET NO, CITY, STATE AND ZIP CODE)				
				JOB TITLE
				IMMEDIATE SUPERVISOR
				AREA CODE AND PHONE # ( )
DESCRIPTION OF DUTIES				
REASON FOR LEAVING				MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO

<b>FROM</b>		<b>TO</b>		EMPLOYER'S NAME
MO	YR	MO	YR	
COMPLETE ADDRESS (STREET NO, CITY, STATE AND ZIP CODE)				
				JOB TITLE
				IMMEDIATE SUPERVISOR
				AREA CODE AND PHONE # ( )
DESCRIPTION OF DUTIES				
REASON FOR LEAVING				MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO

**RELEVANT VOLUNTEER EXPERIENCE / COURSEWORK**

LIST ANY RELEVANT VOLUNTEER EXPERIENCE AND/OR COURSEWORK INCLUDING CERTIFICATIONS. IF YOU ARE APPLYING FOR THE CHILDREN'S CENTER, PLEASE ATTACH A LIST OF ALL CHILD DEVELOPMENT/EARLY CHILDHOOD EDUCATION CLASSES THAT YOU HAVE COMPLETED.

VOLUNTEER EXPERIENCE (INCLUDE DATES AND LOCATIONS WHERE APPLICABLE):

COURSEWORK / CERTIFICATIONS (PLEASE INCLUDE DATE OF COMPLETION AND LOCATION):

**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 Associated Students California State University, Northridge, Inc. unless I have indicated to the contrary. I authorize the references listed above to provide Associated Students California State University, Northridge, Inc. 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 furnishings such information to Associated Students California State University, Northridge, Inc. as well as from the use or disclosure of such information by Associated Students California State University, Northridge, Inc. 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 Associated Students California State University, Northridge, Inc. 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 Associated Students California State University, Northridge, Inc. has the authority to make assurances to the contrary.

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_