 Statement of Professional Preparation and Experience (SC-1)

(To be filled in by Applicant)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. |  | | |  |  | |  | 2. | Birth Date |  | | | |
|  | (NAME) Last | | | First | Middle | |  |  |  | | | |  |
|  |  | | |  |  | |  |  |  | | | |  |
| 3. |  | | | | | |  | 4. | Tel. No. | (     )      - | | | |
|  | (ADDRESS) | Street | | | |  |  |  |  | | |
|  |  |  | | | |  |  |  |  | | |
|  |  |  | | | |  |  | 5. | Email: | |  | | |
|  | City | State | | | | Zip code |  |  |  | |  | | |
|  |  |  | | | |  |  |  |  | |  | | |
|  |  |  | | | |  |  |  |  | |  | | |
| 6. | Any Previous Name(s) | |  | | | |  | 7. | Citizen of | |  | | |
|  |  | |  | | | |  |  |  | |  | | |
|  |  | |  | | | |  |  |  | |  | | |
| 8. | CSUN Department | |  | | | |  | 9. | Position Title | |  | | |

10. If you are a non-U.S. citizen, can you provide proof of authorization to work in the U.S.? Yes       or No

11. Were you ever discharged from any employment: Yes       No       . If "yes", please explain fully in Section 16 below.

12. Education including high school, college, university, other schools, or private instruction:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of School, College, etc. | Location | Dates  (Years)  From To | | Diploma  or  Degree | Date  Degree  Received  (Mo. - Yr.) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

13. Experience in teaching and other related employment:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of School or Other Employer and Supervisor’s Name | Position Title/Academic Rank and Duties | Address and Phone Number | Percent of time Employed | Dates  (Years)  From To | | Reason for Leaving |
|  |  |  |  |  |  |  |
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# STATEMENT OF PROFESSIONAL PREPARATION AND EXPERIENCE

(To be filled in by Applicant -- California State University, Northridge)

Page 2

14: Experience in teaching and other related experience (continued):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of School or Other Employer and Supervisor’s Name | Position Title/Academic Rank and Duties | Address and Phone Number | Percent of time Employed | Dates  (Years)  From To | | Reason for Leaving |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

15. May we contact all of your current and former employers? If “no,” please explain in Section 16. Yes       or No \_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| 16. Remarks | |  |
|  | |
|  | |
|  | |

I certify that the answers I have given in the materials I have submitted in application for this position are true and correct and that I have not knowingly withheld any fact or circumstances. I understand that all answers given in my application for employment are subject to verification.

Signature of Applicant (Please sign in **BLUE or Black** ink) Date

**Distribution:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Type | Department | College | Faculty Affairs | Human Resources |
| Full-time Probationary (Unit 3) | 1 copy | 1 copy | original\* | none\* |
| Full-time Temporary/Lecturer (Unit 3)  [Searched position or FT Emergency Hire only] | 1 copy | 1 copy | original\* | none\* |
| Part-time Temporary/Lecturer (Unit 3) | original | 1 copy | none | 1 copy |
| Academic Student Employee (Unit 11)  (TA and GA) | original\*\* | none | none | 1 copy |
| Academic Student Employee (Unit 11)  ISA | original\*\* | none | none | none |

\*Original initially submitted to Faculty Affairs. After processing, the SC-1 is kept on file in Human Resources.

\*\*If an Academic Student Employee (ASE) has more than one appointment in a department, only one SC-1

(from initial time of hire) need be completed and kept on file.