 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 | DiplomaorDegree | DateDegreeReceived(Mo. - Yr.) |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

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.