



This form must be submitted with an original signature for each position for which you apply. You may submit a resume and cover letter in addition to this form for each position of interest. **Print / Indicate the Job Vacancy Number on all application materials.** Applications/resumes received after the closing date will not be considered.

DATE: _____ **JOB TITLE:** _____ **JOB VACANCY NUMBER:** _____

Name _____
Last First Middle Initial

Address _____
Number Street City State Zip

Telephone: Residence No. (_____) _____ **Business/Cell No.** (_____) _____ **E-Mail:** _____

GENERAL INFORMATION

Are you currently employed by SFSU: **NO** **Yes** Start Date: _____ **SFSU ID:** _____

Are you currently or formerly employed by another CSU campus, the UC or the State of California?

If "Yes", Institution: _____ Position: _____ Dates Employed: _____

Do you have relatives employed in San Francisco State University? **Yes** **No**

Name _____ Department Name _____ Relationship _____

Are you over 18 years of age? **Yes** **No** If No, Applicants under 18 must furnish a work permit prior to employment.

If hired, you will be required to furnish proof that you are legally authorized to work in the United States.

Can you furnish such proof? **Yes** **No**

What is(are) your Day(s) and Time(s) available to work? _____

KNOWLEDGE, SKILLS AND ABILITIES

MAINTENANCE/SKILLED TRADES

No. _____ Years of Experience

Apprentice Journey

List tools and machines you are qualified to operate without further training.

OFFICE/CLERICAL

No. _____ Years of Experience

_____ WPM

Computer/Office Machine Skills:

TECHNICAL

No. _____ Years of Experience

List specific skills or abilities:

ADMINISTRATIVE

No. _____ Years of Experience

List license & certificate(s):

If applicable to the position, do you have a current valid California Driver's License? **Yes** **No**

Circle highest grade completed - (Grade) 1 2 3 4 5 6 7 8 9 10 11 12 (College) 13 14 15 16 17 18

GED/High School:

Name _____ Location _____ Certificate/Degree _____

College, University
Technical School

Name _____ Location _____ Major/Minor _____ Certificate/Degree _____

College, University
Technical School

Name _____ Location _____ Major/Minor _____ Certificate/Degree _____

EMPLOYMENT HISTORY: You may attach a resume or other written narrative that provides the information requested below. Starting from the most recent position, please list all experience, that is relevant to the position for you are applying. You may include military and volunteer experience. You may also choose to attach additional copies of this section of the form.

Name of Employer: _____ Supervisor Name: _____

Address: _____ Supervisor Telephone#: _____
Number Street City State Zip

Dates Employed: _____
Starting Ending

Full Description of Duties: _____

Reason for leaving: _____

Name of Employer: _____ Supervisor Name: _____

Address: _____ Supervisor Telephone#: _____
Number Street City State Zip

Dates Employed: _____
Starting Ending

Full Description of Duties: _____

Reason for leaving: _____

Name of Employer: _____ Supervisor Name: _____

Address: _____ Supervisor Telephone#: _____
Number Street City State Zip

Dates Employed: _____
Starting Ending

Full Description of Duties: _____

Reason for leaving: _____

REFERENCES: List references who can comment upon your EDUCATION AND/OR JOB RELATED experience.
Do not list relatives and/or friends.

Name _____ Relationship _____ Phone 8 - 5 (_____) _____ - _____

Name _____ Relationship _____ Phone 8 - 5 (_____) _____ - _____

Name _____ Relationship _____ Phone 8 - 5 (_____) _____ - _____

THIS APPLICATION IS NOT COMPLETE UNTIL THE FOLLOWING IS READ AND SIGNED

I certify that all information provided at the time of application is true and correct. If EMPLOYED, I understand that any falsification of my application materials may be cause for immediate termination. I further understand that I must complete the pre-employment processing which may include: signing a Loyalty Oath, completing a Medical Examination/Fingerprinting/Background Check (as appropriate) and attending the New Employee Orientation.

The Immigration Reform and Control Act of 1986 requires you to provide proof of identity, documentation of your citizenship or resident status authorizing you to be legally employed. This federal regulation requires you to sign a certification that information and documentation provided are true and correct, in active status and you attest under penalty of perjury on Form I-9, Employment Verification Eligibility. I certify that if I am hired by San Francisco State University, I shall produce the required documentation on or before my hire date that attests to my identity and legal authorization to work. I understand that it will be my responsibility to ensure that the documentation I present at the time of the job offer will be kept in active status and that I shall apply to the appropriate authority for an extension, in the event my documentation expires while I am employed.

San Francisco State University's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by SFSU and on public property within, or immediately adjacent to an accessible from the campus. The report also includes institutional policies concerning campus security, alcohol/drug use, and crime prevention, reporting of crimes, sexual assault and other matters. You may obtain a copy of this report by contacting the Department of Public Safety or by accessing the following web sites:
<http://www.sfsu.edu/~dps> ~or~ <http://www.sfsu.edu/~hrwww>.

PRINT NAME: _____ SIGNATURE: _____ Date: _____

SAN FRANCISCO STATE UNIVERSITY IS AN EQUAL OPPORTUNITY-TITLE IX EMPLOYER