

APPLICATION FOR WORK STUDY OR STUDENT ASSISTANT POSITION

HUMAN RESOURCES | 408-924-2250

Instructions: Please print using blue or black ink pen. Submit to hiring department designee. Hiring department – this is for your internal use only. Do not turn in to HR.

GENERAL INFORMATION				
Position Applying for:			Department:	
Last Name:	First Name:	Initials:	Home/Message Phone:	
Mailing Address:			Year in school <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/> GRAD	
City:	State:	Zip:	Major:	Expected Graduation Date:
1. Are you 18 years of age or older? If "NO", a work permit is required at the time of employment. <input type="checkbox"/> YES <input type="checkbox"/> NO				
2. Do you have relatives who work for SJSU? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES", provide information to the right.			Name:	
			Department:	
			Relationship:	
3. Have you ever been employed at SJSU? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES", check status and provide information to the right.			Dates of Employment:	
			Student Assistant-Department:	
4. Have you been convicted of a misdemeanor or felony as an adult (18 or older)? <input type="checkbox"/> YES <input type="checkbox"/> NO 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 currently eligible for the Federal Work-Study Program (if applicable)? <input type="checkbox"/> YES <input type="checkbox"/> NO				

SKILLS AND ABILITIES				
Typing Speed (WPM):	Application/Software Used			
Word Processing		Some Exp <input type="checkbox"/>	Competent <input type="checkbox"/>	Expert <input type="checkbox"/>
Spreadsheet		Some Exp <input type="checkbox"/>	Competent <input type="checkbox"/>	Expert <input type="checkbox"/>
Database		Some Exp <input type="checkbox"/>	Competent <input type="checkbox"/>	Expert <input type="checkbox"/>
Internet/Web		Some Exp <input type="checkbox"/>	Competent <input type="checkbox"/>	Expert <input type="checkbox"/>
Programming Languages		Some Exp <input type="checkbox"/>	Competent <input type="checkbox"/>	Expert <input type="checkbox"/>
Computer Operating Systems		Some Exp <input type="checkbox"/>	Competent <input type="checkbox"/>	Expert <input type="checkbox"/>
Other		Some Exp <input type="checkbox"/>	Competent <input type="checkbox"/>	Expert <input type="checkbox"/>

LICENSES AND 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 and Certificate:
License No:	Expiration Date:	

AVAILABLE WORK HOURS				
Monday	Tuesday	Wednesday	Thursday	Friday
Date Available to start work:		Hours available per week:		

EMPLOYMENT HISTORY: List all employment within the last three years. Military or volunteer experience may be		
1. EMPLOYER:	Job Title and Department	Average Hours Per Week
Employer's Address	Last Salary/Payment Basis	Dates of Employment (Mo/Yr)
Immediate Supervisory/Telephone No.	Reason for Leaving:	
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Job Duties:		
2. EMPLOYER:	Job Title and Department	Average Hours Per Week
Employer's Address	Last Salary/Payment Basis	Dates of Employment (Mo/Yr)
Immediate Supervisory/Telephone No.	Reason for Leaving:	
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Job Duties:		
3. EMPLOYER:	Job Title and Department	Average Hours Per Week
Employer's Address	Last Salary/Payment Basis	Dates of Employment (Mo/Yr)
Immediate Supervisory/Telephone No.	Reason for Leaving:	
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Job Duties:		

REFERENCES: List at least three persons not related to you who can attest to your professional abilities. Do not list family members or personal friends.		
1. Name	Occupation	Telephone No.
2. Name	Occupation	Telephone No.
3. Name	Occupation	Telephone No.

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." SJSU 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.

Signature

Date