



CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

Human Resources Department

Application for Administrative/Support Staff Employment

An Affirmative Action, Equal Opportunity, Title IX, Rehabilitation Act of 1973 Employer

Return Application to the Human Resources Department

5500 University Parkway, San Bernardino, CA 92407

Sierra Hall, Room 110 ~ (909) 537-5138

Date: _____

Position Applying For: _____ Job Code: _____

Department: _____

FOR OFFICE USE ONLY

General Information (Please Type or Print)

Name: Last, First, Middle Initial

Home Telephone (Inc. Area Code)

Address: Number, Street, Apartment/Space Number

Cell Telephone (Inc. Area Code)

City, State, Zip Code

Work Telephone (Inc. Area Code)

E-mail Address

May we contact you at work?
Yes ☐ No ☐

Can you submit proof of age at time of employment?
Yes ☐ No ☐

Can you, after employment, submit verification of your
legal right to work in the United State? Yes ☐ No ☐

Have you ever worked under
another name? Yes ☐ No ☐
If yes, please state name(s) to
facilitate background check.

If selected for employment, are you willing to be fingerprinted?
Yes ☐ No ☐

If selected for employment, are you willing to have a
physical examination? Yes ☐ No ☐

If selected for employment at CSUSB, how soon could you be
available for work?

Do you wish to have a copy of any public record background check in accordance with
Information Practices Act, Civil Code § 1798, *et seq.*? Yes ☐ No ☐
<http://www.ftc.gov/os/statutes/fcrajump.htm>

Do you have any relatives who are employees of California State
University San Bernardino? Yes ☐ No ☐

If so, please list their Name, Relationship and Department

Are you currently enrolled as a student at California State
University, San Bernardino? Yes ☐ No ☐

Are you now or have you ever been employed by CSUSB? If so, when?

Clerical / Secretarial Application only:
Typing Speed: _____ CWPM

Short Speed: _____ CWPM

Other Skills:

Have you ever been dismissed from employment?
Yes ☐ No ☐

If yes, explain.

Have you ever been convicted of a felony? Yes ☐ No ☐ If yes, describe.
A conviction will not necessarily disqualify you from employment.

If you served in the U.S. Armed Forces, summarize experience relevant to the position for which you are applying.

Current licenses or certificates held (Specify kind and expiration date).

For those positions, which require driving, do you have a valid California
Driver's License? Yes ☐ No ☐

If yes, please provide the number and expiration date.

CDL #:

Expiration Date:

Education

High School Education

Name and Address of High School Attended	Major Course of Study	Did You Graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>

College or University Education

Name and Address of Institution	Dates		Units of Credit		Please check Degrees Earned	Major	Specialization Within Major
	From	To	Sem.	Qtr.			
					Associate <input type="checkbox"/>		
					Bachelors <input type="checkbox"/>		
					Masters <input type="checkbox"/>		
					Doctorate <input type="checkbox"/>		

Special Training – Business, Technical or Other Education, Courses, Certificates, etc.

Name and Address of Institution or Organization	Dates		Hours per Week	Total Weeks	Subject Covered	Units of Credit	
	From	To				Sem.	Qtr.

Additional Qualifications

Please identify any skill, knowledge or ability related to this position, which would assist in the evaluation of your application.

Employment Volunteer Experience Considered	RESUMES MAY BE INCLUDED, BUT THIS EMPLOYMENT PORTION OF THE APPLICATION MUST BE FILLED IN COMPLETELY. List the last ten (10) years of your work history. Begin with your present job and list in reverse order. Include self-employment in excess of one month as a separate period. List each promotion as a separate job. Attach additional sheets as necessary. Include Military or volunteer experience. MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Dates of Employment (Current) From: _____ Mo. / Yr. To: _____ Mo. / Yr. Hours per week _____ Last Salary _____ Per _____	Name of Employer or Company _____ Telephone # (Inc. Area Code) _____	
	Address, City, State, Zip _____	
	Supervisor's Name and Job Title _____	Your Job Title _____
	Describe Your Duties 	
	Reason for Leaving _____	
Dates of Employment (Previous) From: _____ Mo. / Yr. To: _____ Mo. / Yr. Hours per week _____ Last Salary _____ Per _____	Name of Employer or Company _____ Telephone # (Inc. Area Code) _____	
	Address, City, State, Zip _____	
	Supervisor's Name and Job Title _____	Your Job Title _____
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	Address, City, State, Zip _____	
	Supervisor's Name and Job Title _____	Your Job Title _____
	Describe Your Duties 	
	Reason for Leaving _____	

References	List a minimum of FOUR people not related to you who can attest to your professional abilities and expertise.		
Name	Occupation/Title	Telephone Number	
Address, City, State, Zip			
Name	Occupation/Title	Telephone Number	
Address, City, State, Zip			
Name	Occupation/Title	Telephone Number	
Address, City, State, Zip			
Name	Occupation/Title	Telephone Number	
Address, City, State, Zip			

The Immigration Reform and Control Act of 1986, Public Law 99-603, required that employers obtain documentation from every new employee, which confirms identity and authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Can you provide the necessary documentation at the start of employment? Yes ☐ No ☐

If you are employed by California State University, San Bernardino, you will be required to sign the State Employee's Oath of Allegiance swearing (or affirming) your support of the Constitution of the United States and the State of California (non-citizens are exempted). Are you willing to sign such an oath? Yes ☐ No ☐

This information may be used only for the purpose of employment in accordance with the Information Act of 1977.

I hereby certify that the information contained in this application form is true, complete and correct to the best of my knowledge and agree to have any of the statements checked by the University unless I have indicated to the contrary. I wish to be considered for employment with the California State University. I hereby authorize the CSU and its agents to investigate and verify all statements contained in my employment application, to obtain information concerning my qualifications as a prospective employee, and to conduct the appropriate background check as necessary. In connection with this investigation, I authorize the CSU to contact each of my former employers and the references listed herein. I also authorize each of my former employers and the references listed herein to give the CSU any and all information concerning my previous employment and any pertinent information they may have regarding my work performance, whether such information is favorable or unfavorable to me. I hereby fully release all such persons and entities from all liability with respect to furnishing such information to the CSU, and waive any claims I may have against them with respect to furnishing such information to the CSU, and waive any claims I may have against them with respect to the release of such information. I also authorize the CSU to release such employment information as necessary to those employees and agents of the CSU who require such information to investigate or to make a decision with respect to any matter pertaining to my employment.

I acknowledge that I have read this authorization and release, fully understand it and voluntarily agree to its provisions.

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, may be considered cause for my termination.

Applicant's Signature

Date

California State University, San Bernardino

Campus Safety Report

Double click on "Campus Safety Report" on the CSUSB main home page

Or view at <http://police.csusb.edu/safetyreport.html>

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

**AFFIRMATIVE ACTION SURVEY FORM
CONFIDENTIAL – VOLUNTARY**

Dear Applicant,

California State University, San Bernardino is an Affirmative Action Employer and is required to maintain statistics on all applicants. This data is for statistical purposes only and has no bearing on applicant selection. This form shall be retained in the Human Resources Department, separately from the application for employment, and will not be made available to the hiring department. While your reply will be most helpful to us in carrying out our administrative responsibilities, return of this form is entirely voluntary. Thank you for your cooperation!

Name: _____

Position applied for: _____

Job Code: _____

Department: _____

SEX: ☐ **Male** ☐ **Female**

ETHNICITY: Please check the box corresponding to the ethnic origin with which you most closely identify. Check one box only.

- ☐ **1** Black – Person of Black African descent.
- ☐ **2** Asian – Person of Japanese, Chinese, Korean, Vietnamese, Asian Indian, Thai or similar descent other than Pacific Islander or Filipino.
- ☐ **3** Other – Non-White.
- ☐ **4** Hispanic – Person of Mexican, Puerto Rican, Cuban, South or Central American or other Spanish descent.
- ☐ **5** White (*Not Hispanic*) – Person of European, North African or Middle Eastern descent.
- ☐ **6** Pacific Islander – Person of Hawaiian, Samoan, Guamanian, Polynesian, Fiji or Tahitian descent.
- ☐ **7** Native American – Person of American Indian, Eskimo, or persons of origins in any of the original peoples of North America.
- ☐ **8** Filipino – Person of Filipino descent.
- ☐ **9** Unknown.

VETERAN STATUS:

Veteran?

☐ **Yes** ☐ **No**

Disabled Veteran? ☐ **Yes** ☐ **No**

Vietnam Veteran?

☐ **Yes** ☐ **No**

Do you have any condition or disability that would qualify you as a disabled person? ☐ **Yes** ☐ **No**

Have you even been an employee of CSUSB? ☐ **Yes** ☐ **No**

REFERRAL SOURCE:

☐ **CSUSB Job Vacancy List**

☐ **Job Hotline**

☐ **Referral
Employee/Friend:**

☐ **Newspaper Ad**

☐ **Internet:**

☐ **HRWebsite**

☐ **Careerbuilder**

☐ **Other:**

Which Source? _____

Publication? _____

☐ **Monster.com**

☐ **HERC**

☐ **CSU Careers**