**CSO HIRING PROCESS**

Thank you for your interest in the Community Service Officer Programs. To be considered for a Community Service Officer (CSO) position, each applicant must first submit an employment application and a resume to Career Launch. **Be sure to read this cover letter thoroughly and complete the entire application packet; failure to do so will result in a disqualification from the hiring process.**

The CSO hiring process consists of five steps:

1. The Resume/Application
2. Oral Interview
3. Personal History Statement
4. Chief’s Interview
5. Background Investigation

All five steps are completed before the final hiring decisions are made. However, applicants may be disqualified during any of the five phases due to unsatisfactory qualifications.

1. **The Application**

The resume is to be submitted online using the CSUSB Career Center Career Launch Job Board.

The general requirements include:

Being currently enrolled in a minimum of 6 units at CSUSB.

Having a current GPA of at least 2.0.

Be in good academic standing

Possess a valid class C driver license

Able to work up at least 15 hours per week

1. **The Oral Interview**

The oral interview is formal, and consist of at least 3 department personnel’s. The applicant is rated on problem solving skills, communication skills, public relations skills, and other general requirements. The three person interview board asks various questions and poses a hypothetical situation designed to test the above mentioned skills and basic qualifications.

1. **The Personal History Investigation**

The third phase of the hiring process consists of a personal history investigation. A minimum of two former employers will be contacted (if applicable), thus it is very important to be extremely accurate when providing work history information on the application. The inability to contact former employers greatly delays the hiring process. If you know that a specific employer cannot be contacted, you may attach or submit a letter of reference from that employer to speed up the process. References will be contacted as well, it is very important to provide us with accurate phone numbers. The inability to contact your references can also delay the hiring process.

1. **Chiefs Interview**

The fourth phase of the hiring process will consist of a formal one-on-one interview with the chief or a designee. During this phase you will be asked questions that will help determine if you are suitable for the position and will determine if continue in the process.

1. **Background Investigation**

The fifth and last step in the hiring process consist of a background check.

Available positions will be offered to the most qualified applicants based upon, the results of the background investigation, the reference check, and the points earned during the oral interview. Overall, the hiring process takes about three to four weeks to complete. Newly hired CSOs undergo an intensive training program, after which they are placed on probationary status pending completion of specific requirements. For more information about the CSO Programs, contact the Hiring Supervisor, at (909) 537-5165 during regular business hours.

Listed below is a description of the duties you can expect to perform as a Community Service Officer:

**Campus Escorts:** The Community Service Officer’s provide escorts to students, faculty, staff or visitors who are concerned about their safety. Escorts are provided by foot, department cart or state vehicle.

**Foot Patrols:** The Community Service Officer’s conduct foot patrols where they look for and report suspicious activity, hazardous conditions, criminal violations and crime preventions.

**Lockdowns and Unlocks:** The Community Service Officer’s conduct building lockdowns at the end of the night and also do unlocks throughout the day.

**Lost/Found Property Reports:** The Community Service Officer takes found property as well as lost property reports.

**Training:** The Community Service Officer’s participate in training activities with the police department. Training includes, but is not limited to report writing, CPR/ First Aid, Active Shooter, Traffic Control, and Emergency Management Operations.

(Keep this page for your records)

**PART I: PRELIMINARY QUESTIONNAIRE**

Name:

**ATTENTION CSO APPLICANT:**

READ THE FOLLOWING CAREFULLY AND SIGN/DATE WHERE INDICATED.

# Potential CSO applicants must meet the following qualifications in order to submit an application for employment with the CSO Programs:

* 1. **You must be registered in a minimum of 6 units at CSUSB student**
  2. **You must have at least one academic year remaining at CSUSB.**
  3. **You must have at least a 2.0 GPA (use your high school GPA if no CSUSB or college GPA is available at this point) and are in good standing with the University.**
  4. **You must have a valid Class C Driver’s license.**
  5. **You must be able to work a minimum of 15 hours a week.**
  6. **You must not have criminal history of any kind within the past year.**
  7. **You must not have a criminal history of a felony nature.**
  8. **You must not be dually employed with another department at CSUSB while employed at the CSO Programs.**
  9. **You must complete all portions of the application.**

## I have read all of the above and am qualified to apply to the programs according to the guidelines above. I understand that failure to meet the above requirements will result in immediate disqualification from the hiring process. In addition, I also understand that falsification or withholding of information relevant to the hiring process will also result in immediate disqualification and/or termination of employment.

*Signature X Date:*

**Please remember that you are responsible for all information provided to you on this application. Read everything carefully before submitting your application.**

1. Your cumulative GPA (give previous School attended GPA if you have no CSUSB GPA available)?

1. Do you have a valid driver’s license (CA or other state)? YES NO (explain)
2. Have you ever been convicted of a criminal offense?

Crime:

Date:

Police Agency:

What was the sentence?

1. Are you currently employed?

Where?

Do you plan to continue with your present job if hired as a CSO?

1. What year is this for you at CSUSB?

Expected Date of Graduation?

1. When are you available to start?

How many hours a week are you hoping to work per week?

1. For each job listed on the employment section of the application, please list the number of hours worked per week:

|  |  |  |  |
| --- | --- | --- | --- |
| Job: | # of hours: | Job: | # of hours: |
| Job: | # of hours: | Job: | # of hours: |
| Job: | # of hours: | Job: | # of hours: |

1. Do you have any special training (CPR, EMT, Class B CDL, Guard Card, etc.)? Please include expiration dates.
2. CSOs are trained in the use of OC/Pepper spray, and required to carry it while on duty as a term of their employment. Would you have any problems with conforming to this policy?
3. Have you ever worked in a security related position? If yes, give dates of employment and description of duties.
4. Have you ever been fired from a place of employment? Explain:
5. Have you ever held a supervisory, promoted, or leadership position at work, volunteer, or other related areas? Explain:
6. Please list any foreign languages you are fluent in:

Speak:

Read:

Write:

1. Do you know anyone in the CSO Programs who would give you a reference? If so, who?­­­­

Other

**PART II: ESSAY**

**Briefly explain the following: 1) your knowledge of the different aspects of the CSO Programs; 2) what attracted to you to this position; and 3) any personal attributes, skills, or experiences that make you a good employee.**

Please follow the following guidelines: 1) type your essay (1 page limit) on a separate piece of paper; 2) Type/Print your name at the top of the essay; and 3) attach it at the end of your application. Do not forget to answer ALL three questions. If you do not have access to a computer or a typewriter, please print neatly following the same guidelines. *\*\*\* Keep in mind that the essay is the most crucial stage of your application as it allows us personal insight into why you should be hired.*



STUDENT EMPLOYMENT APPLICATION

CSUSB Police Department, 5500 University Parkway San Bernardino Ca 92407

Web: police.csusb.edu

**General Instructions:** Please type or neatly print the information on this application and submit your resume.

|  |  |
| --- | --- |
| Name: | Date of Birth: |
| Address: | Home Phone: |
| City, State, Zip: | Cell Phone: |
| Student Identification Number: | Work Phone: |
| Driver License #: | CSUSB Email: |
| University Standing (i.e. Freshman..): | Preferred Email: |

**Employment History:** List your present or most recent employer first. Account for all times during the past ten years, including periods of unemployment. Include military and major volunteer experience. If you held significantly different positions with the same employer, list them separately. Use additional applications as needed.

|  |  |  |
| --- | --- | --- |
| Dates of Employment: | Job Title: | Employer: |
| Job Duties: | | |
| Last monthly salary: | Part-Time  Full-Time | |
| Reason for leaving: | | |
| Supervisor’s name/title: | | Supervisor’s phone: |
| May we contact your current/most recent employer for a reference?  Yes  No  Yes, After Offer Only | | |
| Dates of Employment: | Job Title: | Employer: |
| Job Duties: | | |
| Last monthly salary: | Part-Time  Full-Time | |
| Reason for leaving: | | |
| Supervisor’s name/title: | | Supervisor’s phone: |
| May we contact this employer for a reference?  Yes  No | | |
| Dates of Employment: | Job Title: | Employer: |
| Job Duties: | | |
| Last monthly salary: | Part-Time  Full-Time | |
| Reason for leaving: | | |
| Supervisor’s name/title: | | Supervisor’s phone: |
| May we contact this employer for a reference?  Yes  No | | |

**References:** List a minimum of 3 references, not related to you, who you have known for at least 2 years:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | **Number:** | **May we contact:**  Yes  No | **How know and how long:** |
| **Name:** | **Number:** | **May we contact:**  Yes No | **How know and how long:** |
| **Name:** | **Number:** | **May we contact:**  Yes  No | **How know and how long:** |
| **Name:** | **Number:** | **May we contact:**  Yes  No | **How know and how long:** |

**Education:** List all education you have received. Include high school, business, technical, military, professional, college, and university.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Name | Major | Units | GPA | Degree |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Licenses, Certificates:** Include type of license or certificate, number, issuing state/organization, and expiration date**.**

Licenses, Certificates:

**Other Job Skills:** List other job-related skills such as computer hardware, software, typing speed, 10 key by touch, machinery, power tools, office, lab or scientific equipment, fluency in foreign languages and/or medical terminology.

Other Job Skills:

**Required Information: Please check the appropriate box for each question.**

Positions designated as “critical” require fingerprinting to conduct a criminal background check. The fingerprints will be used to obtain records of any criminal history you may have. A conviction will not necessarily disqualify you from consideration for employment. CSUSB may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position for which you have applied. **A conviction is any plea of guilty or nolo contendere (no contest) or a verdict of guilty.**

1. Have you ever been convicted of a felony or misdemeanor offense by any court in California?  Yes No You may omit:
   1. Traffic violations for which the fine imposed was $300.00 or less;
   2. Any conviction specified in the Health & Safety code section 11361.5 which pertains to various marijuana offenses;
   3. Any conviction that has been sealed, expunged or legally eradicated;
   4. Any offense which was finally settled in juvenile court or referred to the youth authority;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2. | Have you ever been convicted of a felony or misdemeanor offense in another State?  (Criminal convictions in another State may be considered in the evaluation of your application.) |  | Yes | No |
| 3. | Have you ever been convicted of a federal crime, as defined in 42 USC 1320a-7(i) or been excluded from participating in any federal or state healthcare program? |  | Yes | No |
| 4. | Are you 18 years or older? If your answer is “yes”, go to question 6. |  | Yes | No |
| 5. | If you are under 18, you must have a high school degree or a GED certificate, or have a valid |  |  |  |
|  | work permit in order to be employed by the University. Do you meet this requirement? |  | Yes | No |
| 6. | Upon hire, will you be able to provide proof of eligibility to work in the U.S. as specified in the |  |  |  |
|  | Immigration Reform and Control Act of 1986? |  | Yes | No |
| 7. | Do you have a valid California Driver’s License? |  | Yes | No |
| 8.   1. 9 | Are you a CSUSB student? |  | Yes | No |

* 1. Any misdemeanor conviction for which probation has been successfully completed or otherwise discharged **AND** the case has been judicially dismissed pursuant to Penal Code section 1203.4. To qualify for omission under Penal Code section 1203.4, an individual must have taken an affirmative action to file a petition with a court to have the conviction set aside and been successful in that action.

9. Do you have any relatives currently employed with the California State University system? Yes No Relationship:

Name:

Department:

1. Have you ever been released or discharged from employment or resigned to avoid such release or discharge?  Yes  No

If yes, please provide date(s) and circumstances:

**Once you have completed the application sign your name at the bottom and indicate the date it was completed.**

It is the policy of the California State University, San Bernardino not to engage in discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, gender identity, pregnancy[1](#_bookmark0) , physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran2. University policy is intended to be consistent with the provisions of applicable State and Federal law.

The California State University is an affirmative action/equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities, and for covered veterans. Inquiries regarding CSUSB’s equal employment opportunity and affirmative action policies may be directed to the CSUSB Student Employment Office 909-537-5227.

Under Federal law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986. Employment may be subject to appropriate medical clearance when required by law. For positions designated in the System wide Title and Pay Plan as non-exempt from the Fair Labor Standards Act and which are not represented by an exclusive bargaining agent, any overtime is compensated either by cash or by compensatory time at the University's option.

*1Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy and childbirth.*

*2 Special disabled veteran, recently separated veterans, Vietnam era veterans, or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.*

Privacy Notice

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply personal information about themselves: (1) the principal purpose for requesting and collecting the personal information on this form is to comply with applicable State and Federal laws; (2) providing the personal information is mandatory, unless otherwise noted;(3) the personal information will be kept confidential and used only in accordance with applicable laws; (4) the personal information will be given to government enforcement agencies if these agencies request such information, or as otherwise required by law; (5) individuals have the right to review their own records in accordance with University personnel policies and collective bargaining agreements; information on applicable policies and agreements can be obtained from the Campus Human Resources Home Page at [www.hr.csusb.edu](http://www.hr.csusb.edu)

Upon selection of employment, every applicant will be subject to an internal background check, including driver's license

verification, "wants and warrants" check, and fingerprints, which are submitted to the Department of Justice for clearance.

This is an “At Will” employment. The employer may terminate his/her employment at any time for any reason or for no reason, provided it is

not terminated in violation of state or federal law

I certify that all statements on this form are true and complete to the best of my knowledge and belief. If employed, I understand

that any false or incomplete information I have given may be considered cause for termination.

Signature

Date