



CAL STATE L.A. UNIVERSITY AUXILIARY SERVICES, INC.

EMPLOYMENT APPLICATION PACKET

In order to be considered for employment with UAS Inc., the following forms should be completed:

1. Employment Application (required)
2. Conviction Disclosure form (required)
3. Affirmative Action Survey (voluntary)

The information obtained from forms 2 and 3 is confidential and not a factor in consideration for employment.

Please submit all pages of this packet to:

UAS Human Resources
Golden Eagle Building, Room 310
5151 State University Drive
Los Angeles, CA 90032

FAX TO: (323) 343-6821

EMAIL TO: uashr@cslanet.calstatela.edu

If you are an individual with a disability and if you need assistance with the employment application, you can contact our Office for Equity & Diversity at 323-343-3040.

UAS Human Resource Use Only

- | | | |
|--|----------------------|---------------------|
| <input type="checkbox"/> Application Logged in | | |
| <input type="checkbox"/> Receipt acknowledgement mailed | | |
| <input type="checkbox"/> Application forwarded to department yes | Date forwarded _____ | Date returned _____ |
| <input type="checkbox"/> Interview scheduled | | |
| <input type="checkbox"/> References checked | | |

EMPLOYMENT APPLICATION



CAL STATE L.A. UNIVERSITY AUXILIARY SERVICES, INC.

Position Title:			
Reference Number:		Date available to start work:	
Name: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. (Last)		List other names used to assist us in checking your references and background	
(First)			
(Middle)			
Home Phone	Cell Phone	Business Phone	May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address			Apt. no.
City		State	Zip
E-mail Address			
Can you provide verification of your right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you related to anyone employed by Cal State L.A. or UAS? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide the following: (use separate sheet if more than one relative)			
Name	Relationship	Department	
Were you previously employed by UAS? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when and where?			

EMPLOYMENT HISTORY - List present or most recent employment first. Include any volunteer work that relates to the position for which you are applying. If you were unemployed for any period, state the nature of your activities. Attach additional sheets if necessary. Please complete this section, even if accompanied by a resume.

Name of Present or Last Employer (Company Name)			Address:		Telephone: ()
Employed: (month/year)	From	To	Describe Duties:		
Position Title		PT <input type="checkbox"/> FT <input type="checkbox"/>			
Name & Title of Immediate Supervisor					
Reason for Leaving	Salary				
May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Start	Final			

EMPLOYMENT APPLICATION

Name of Previous Employer (Company Name)				Telephone: ()				
Address:								
Employed: (month/year)	From	To	Describe Duties:					
Position Title						PT <input type="checkbox"/>	FT <input type="checkbox"/>	
Name & Title of Immediate Supervisor								
Reason for Leaving		Salary						
May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Start				Final		
Name of Previous Employer (Company Name)			Address:		Telephone: ()			
Employed: (month/year)	From	To	Describe Duties:					
Position Title						PT <input type="checkbox"/>	FT <input type="checkbox"/>	
Name & Title of Immediate Supervisor								
Reason for Leaving		Salary						
May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Start				Final		
Name of Previous Employer (Company Name)			Address:		Telephone: ()			
Employed: (month/year)	From	To	Describe Duties:					
Position Title						PT <input type="checkbox"/>	FT <input type="checkbox"/>	
Name & Title of Immediate Supervisor								
Reason for Leaving		Salary						
May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Start				Final		

EDUCATION – List schools attended (include military training and/or related courses)

High School Attended (name and location)			
Secondary education (name and location)	Total Credit Hours	Degree Earned	Major/Minor Subject

Please note: For positions that require a degree, an official copy of your transcript will be required upon employment.

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SKILLS – list skills applicable to position

List valid licenses or certificates:
Computer Programs:
Keyboarding WPM:
Other skills:

OTHER QUALIFICATIONS

Have you entered into any agreements with any former employer or other entity (for example, an agreement not to compete or a confidentiality agreement) that may affect your ability to work for UAS? Yes No

If you answered “yes” please provide us with a copy of any such agreement(s)

Can you Travel if required by the positions? Yes No

Do you have a vehicle available for your use if needed for the position? Yes No

If you have qualifications which especially equip you to work with culturally diverse and/or minority groups and multi ethnic programs please include a description:

REFERENCES - List three professional references

Name of Reference	Title of Reference	Name of Institution	Work Address	Business Telephone

UAS is an equal opportunity employer subject to all state, federal and CSU regulations pertaining to non-discrimination based on race, national origin, religion, disability, marital status, age, veteran status, pregnancy, gender, and sexual orientation. Upon request, reasonable accommodation will be provided to individuals with protected disabilities to complete the employment process and perform essential job functions.

I have read the job description and I can perform the essential functions of the job with or without a reasonable accommodation. Yes or No

EMPLOYMENT APPLICATION

**THIS APPLICATION IS NOT COMPLETE UNTIL SIGNED,
AND ALL STATEMENTS BELOW HAVE BEEN READ CAREFULLY**

- I understand that this application is not intended to create, nor should it be construed to create, an express or implied contract of employment for any specified period. If hired, I will be employed at will; I understand that this means that either I am or UAS is free to terminate the employment relationship at any time with or without cause or prior notice.
- I certify that all of the information furnished on this application and during the application process is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for will result in refusal to hire me or, if I am hired, will result in my dismissal at any time regardless of when the false answer or omissions are discovered.
- I understand that no representative of UAS other than the Executive Director has any authority to enter into an agreement for employment for any specified period of time or in any way to modify the at-will nature of the employment relationship. I understand that if I am offered employment, I may be required to sign a non-solicitation and non-disclosure agreement as a condition of employment. I further understand that, at a minimum, such agreement will prohibit the use and disclosure by me of certain information that I have acquired during my employment.
- I also understand that as a condition of employment, I may be required to enter into an arbitration agreement with the Company, whereby disputes regarding my employment will be resolved by arbitration and not in court.
- I understand that if I am considered for a driving position, I may be subject to all DOT regulations as they may apply to the position, including those regulations regarding physical examinations, and drug and alcohol testing procedures.
- I understand that employment is contingent upon the receipt of documents verifying employment eligibility.

Signature of Applicant _____

Date _____

REFERENCE CHECK AUTHORIZATION

I hereby authorize any former employer or educator to furnish University Auxiliary Services, Inc. a reference and all information pertaining to me while I was an employee/student of the organization. A photocopy of this authorization shall be deemed as valid as the original.

Name _____

Signature _____

Date _____



EMPLOYMENT APPLICATION

Invitation to Self Identify Applicants

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION DATA

Cal. State L.A. University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action Employer, M/F/D/V and as such, is required by federal law to maintain and report certain information regarding its employees.

In order to comply with the law(s), you are **invited** to provide the following information **voluntarily**. This information will remain **CONFIDENTIAL** and will be used only for purposes allowed by law. Refusal to supply this information will not jeopardize or adversely affect any consideration you may receive for employment. When reported to the government, this data will not identify any specific individual. This form shall be retained in the UAS Human Resources Office and will not be made available to the hiring department. Thank you for your cooperation.

Section 1: General Information

Name:	Date ____ / ____ / ____
Position Title Applied For:	

Section 2: Please check () all that apply (See second page for definitions)

Race or Ethnic Identity	Gender	**Veteran Status
<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> White (not Hispanic or Latino) <input type="checkbox"/> Black or African American (not Hispanic or Latino) <input type="checkbox"/> Native Hawaiian or Pacific Islander (not Hispanic or Latino) <input type="checkbox"/> Asian (not Hispanic or Latino) <input type="checkbox"/> American Indian or Alaskan Native (not Hispanic or Latino) <input type="checkbox"/> Two or More Races (not Hispanic or Latino) <input type="checkbox"/> Unknown	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Other Protected Veteran <input type="checkbox"/> Recently separated veteran <input type="checkbox"/> Armed Forces Service Medal Veteran
		**Other How did you hear about the job? <input type="checkbox"/> Current CSULA/UAS Employee <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Job Bulletin/Walk-in <input type="checkbox"/> Community/Prof Org <input type="checkbox"/> UAS HR Website <input type="checkbox"/> Other:

If you need assistance with completion of this form assistance will be provided upon request.

I do not wish to Self-Identify Signature: _____

<i>For Human Resources Use Only:</i>	<i>Requisition #:</i>	<i>Job Group:</i>
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EMPLOYMENT APPLICATION

[**Editors note: According to 41 CFR 60-741.42, there are only two circumstances when an employer may ask a disabled applicant to self-identify on a pre-offer basis:

(1) The invitation is made when the contractor actually is undertaking affirmative action for individuals with disabilities at the pre-offer stage; or (2) The invitation is made pursuant to a Federal, state or local law requiring affirmative action for individuals with disabilities.

According to 41 CFR 60-250.42, there are only two circumstances under which an employer may ask applicants who are Special Disabled Veterans to self-identify on a pre-offer basis:

1) The invitation is made when the contractor actually is undertaking affirmative action for special disabled veterans at the pre-offer stage; or (2) The invitation is made pursuant to a Federal, state or local law requiring affirmative action for special disabled veterans.]

EEOC RACE/ETHNIC IDENTIFICATION CATEGORIES

Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino)

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino)

A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino)

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino)

A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino)

All persons who identify with more than one of the above five races.

“Veteran of the Vietnam era” - a veteran of the U.S. military, ground, naval, or air service, any part of whose service was during the period August 5, 1964 through May 7, 1975, who served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge, or was discharged or released from active duty because of a service-connected disability. “Vietnam era veteran” also includes any veteran of the U.S. military, ground, naval, or air service who served in the Republic of Vietnam between February 28, 1961 and May 7, 1975.

“Recently separated veteran” - any veteran who served on active duty during the three-year period beginning on the date of such veteran's discharge or release from active duty^[5].

“Other protected veteran” - any other veteran who served on active duty in the U.S. military ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

“Armed Forces Service Medal Veteran” - a veteran who, while serving on active duty in the U.S. military ground, naval, or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 Fed. Reg. 1209).