



ASSOCIATED STUDENTS

Sonoma State University
Human Resources
1801 East Cotati Avenue
Rohnert Park, CA 94928-3609

TELEPHONE: 707/664-3100 • CRS/TTY 877/735-2929 • FAX: 707/664-3196

Associated Students STAFF EMPLOYMENT APPLICATION INSTRUCTIONS

This application is only to be used for Associated Students professional staff positions.

After downloading this document to your computer, please fill in the information fields. Please email, mail, fax or hand deliver your application.

Human Resources
Sonoma State University
2078 Salazar Hall, 2nd floor
1801 East Cotati Avenue
Rohnert Park, CA 94928-3609
(707) 664-3100 (fax) 664-3196
hr@sonoma.edu

To receive future correspondence from the Human Resources department including confirmation that your application was received, please provide an email address on the first page of your application.



Associated Students Application for Staff Employment

A completed employment application is required for each desired position. Materials submitted with your application will not be returned. Associated Students is an Equal Opportunity Employer.

Date: _____

EMPLOYMENT INTEREST	
Reference Number: _____	Job Title: _____
Date Available: _____	
Are you available to work: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> On-Call	
Have you ever applied at this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____	

PERSONAL DATA				
Name: (Last)	(First)	(Middle)	Social Security Number:(last 4 digits only) XXX-XX-____	
Address: _____			Home Telephone: () - _____	
City: _____	State: _____	Zip Code: _____	Email Address: _____	Message/Office Telephone: () - _____
			Required for future correspondence.	May we contact you at this number? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	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? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Indicate names used for employment or education purposes if different from above:				
Name: _____		Company/School: _____		
Name: _____		Company/School: _____		
Have you ever been employed by the State of California or the California State University system? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, which agency or college: _____			Position held: _____	
Dates: _____				

REFERENCE INFORMATION	
From what specific source did you first learn of this position vacancy (<i>only check one box</i>)?	
Newspaper publication: <input type="checkbox"/> Press Democrat <input type="checkbox"/> San Francisco Chronicle <input type="checkbox"/> Other (<i>specify</i>): _____	
Internet: <input type="checkbox"/> HERC <input type="checkbox"/> CSU Job Opportunities <input type="checkbox"/> SSU Job Opportunities <input type="checkbox"/> Other Web site(<i>specify</i>): _____	
<input type="checkbox"/> E-Job Alert	
<input type="checkbox"/> Employee of Sonoma State University (<i>name</i>): _____	
<input type="checkbox"/> Journal publication (<i>name of publication</i>): _____	
<input type="checkbox"/> Employment Development Department	
<input type="checkbox"/> SSU job line	
<input type="checkbox"/> Other (<i>please specify</i>): _____	

SKILLS PROFILE					
	Advanced	Intermediate	Beginner	Software Used	Hardware Used
Word Processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Spreadsheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
E-Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Internet/Web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Graphics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other Skills: _____					

EMPLOYMENT HISTORY

Please fill out completely.

List all employment activity for the past 10 years, starting with your most recent position. Also include any volunteer work which relates to the job for which you are applying. If you were unemployed for any period, state the nature of your activities. As your work experience is an important factor in determining a position for which you are best suited, please complete this application carefully. If you need additional space, please add additional sheets.

Dates (month & year) From: ____ To: ____	Name of Employer:	Your Title: Duties: ____
Total Years Worked:	Address:	
City, State, & Zip Code:		
Telephone Number: () -		Reason for leaving or wishing to leave:
Name and Title of Immediate Supervisor:		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Dates (month & year) From: ____ To: ____	Name of Employer:	Your Title: Duties: ____
Total Years Worked:	Address:	
City, State, & Zip Code:		
Telephone Number: () -		Reason for leaving or wishing to leave:
Name and Title of Immediate Supervisor:		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Dates (month & year) From: ____ To: ____	Name of Employer:	Your Title: Duties: ____
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Dates (month & year) From: ____ To: ____	Name of Employer:	Your Title: Duties: ____
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City, State, & Zip Code:		
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Name and Title of Immediate Supervisor:		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION HISTORY			
HIGH SCHOOL			
Type	Name of School	City & State	
<input type="checkbox"/> Some high school			
<input type="checkbox"/> High school graduate/G.E.D.			
COLLEGE			
Type	Field of Study	Name of School	City & State
<input type="checkbox"/> Some college			
<input type="checkbox"/> Associate degree			
<input type="checkbox"/> Bachelor's degree			
<input type="checkbox"/> Some graduate school			
<input type="checkbox"/> Master's degree			
<input type="checkbox"/> Doctorate degree			
<input type="checkbox"/> Professional degree			
CERTIFICATE			
Type	Field of Study	Name of School	City & State
<input type="checkbox"/> Professional certificate			
<input type="checkbox"/> Trade or Craft certificate			

OTHER REQUIRED INFORMATION	
Do you have any relatives working for Sonoma State University? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name(s): _____	Department(s): _____
Relationship(s): _____	
I choose to waive my right to receive copies of all public records that may be obtained regarding me as a result of my application for employment with Sonoma State University (e.g., records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment). <input type="checkbox"/> Yes <input type="checkbox"/> No	
The position for which you applied may require the use of a state vehicle for state business. Should you be offered and accept a Sonoma State University position, can you furnish a current, valid California Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please indicate any additional information you consider pertinent to your application for employment.	

APPLICANT STATEMENT	
<p>I understand that Sonoma State University will verify the statements I have made regarding my academic background, employment history, and any criminal convictions, which may be on my record. I give Sonoma State University consent to conduct a criminal record check. I authorize my past employers and schools to give Sonoma State University pertinent work-related information about me. I also understand that all offers of appointment are contingent upon receipt of satisfactory verification of information.</p> <p>I certify that the answers given in the materials I have submitted in application for this position are true and correct and that I have not knowingly withheld any facts or circumstances. I understand that all answers given in my application for employment are subject to verification and that should I be employed at Sonoma State University, any misrepresentation or omission of facts on this application may be sufficient reason for dismissal. The application materials include this document and any other materials submitted.</p> <p>If employed, I understand that, except as may be modified by an applicable collective bargaining agreement and/or California State Statute, my employment may be ended at any time, at the option of either Sonoma State University or myself for any reason, with or without advance notice. This understanding cannot be changed, except in writing by the Vice President for Administration and Finance.</p> <p>Print Name: _____</p> <p>Signature: _____ Date: _____</p>	

Sonoma 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 Sonoma State University and on the public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, alcohol/drug use, crime prevention, reporting of crimes, sexual assault and other matters. To obtain a copy of this report, please visit <http://www.sonoma.edu/ps/psannualreport.html> or contact Police and Parking Services at (707) 664-2143.