

Application for Student Employment

Instructions: Submit your application directly to the hiring department. Visit the Career Services website at <http://sonoma.edu/career/> for a list of current job openings. To be eligible to work in a Student Assistant classification, you must be currently enrolled in classes at Sonoma State University. For information regarding employment eligibility, maximum hours and other information, visit the Student Employment website at www.sonoma.edu/hr/es/student_assistants/. If you have questions concerning this form, contact (707) 664-4258. Sonoma State University is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

EMPLOYMENT INTEREST	
Hiring Department:	Position for which you are applying:

ENROLLMENT STATUS AT SSU	
Student ID#:	Are you enrolled at SSU? <input type="checkbox"/> Yes <input type="checkbox"/> No
Current/Upcoming Semester:	Number of current/upcoming semester units?

PERSONAL DATA				
Name: (Last)	(First)	(Middle)	Social Security Number:(last 4 digits only) XXX-XX-	
Address:			Telephone: () -	
City:	State:	Zip Code:	Email Address:	Alternate Telephone: () -
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			
Have you ever been employed by Sonoma State University, including current or prior Student Assistant positions? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, which department(s)?			Position(s) held:	
Dates:				

WORK AVAILABILITY		
<i>Please list all times you are available to work each day. Include both start and end times for each period of time you are available.</i>		
Morning	Afternoon	Evening
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

SKILLS PROFILE			
<input type="checkbox"/> Typing wpm:	<input type="checkbox"/> Transcription wpm:	<input type="checkbox"/> Shorthand wpm:	<input type="checkbox"/> 10-key

COMPUTER					
	Advanced	Intermediate	Beginner	Software Used	Hardware Used
Word Processing					
Spreadsheet					
Database					
E-Mail					
Internet/Web					
Graphics					
Other Skills:					

EMPLOYMENT HISTORY

List all employment activity including volunteer work, starting with your most recent positions. If more space is needed, attach an additional sheet with all of the details listed below.

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

EDUCATION HISTORY

HIGH SCHOOL

Type	Name of School	City & State
Some high school		
High school graduate/G.E.D.		

COLLEGE

Type	Field of Study	Name of School	City & State
Some College			
Associate degree			
Bachelor's degree			
Some graduate school			

APPLICANT STATEMENT

I understand that Sonoma State University will verify the statements I have made regarding my academic background and employment history. 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.

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 factors 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. 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 or the AVP for Human Resources.

Print Name: _____

Signature: _____

Date: _____