

Emergency Hire and Short Term Appointment Employment Application Instructions

This application is not to be used to apply for positions posted on the Sonoma State University Job Opportunities page. Applicants must apply through the online system for all positions posted on the Sonoma State University Job Opportunities page.

Please complete all required information fields, sign and return to:

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

hr@sonoma.edu
(707) 664-3196 fax

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.

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.

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"/> 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: ____
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

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>	
Print Name: _____	Date: _____
Signature: _____	

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.

Mandated Reporting Requirement

This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Campus Safety Reports

Jeanne Clery Act - Annual Security Report: 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. You can download a copy of this report at <http://www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.html> or receive a copy by contacting Police and Parking Services at (707) 664-4444.

Campus Housing Fire Safety Report :

Sonoma State University's Annual Campus Housing Fire Safety Report, in compliance with The Campus Fire Safety Right-to-Know Act, contains information about fire statistics, fire safety systems, and safety practices and standards for campus housing. The Campus Housing Fire Safety Report is available at www.sonoma.edu/housing/general_info/fire_safety or you can contact Housing Services at (707) 664-2541 to receive printed information or additional information.

Smoke -Free Campus

Sonoma State University is proud to be a smoke-free campus within the California State University System. Effective July 1, 2015, Smoking and other uses of tobacco products, such as smokeless tobacco, the use of e-cigarettes and similar devices, are prohibited on Sonoma State owned, controlled or leased property, as well as in vehicles owned, leased, or rented by the University, parking lots and residential space.

Per federal requirements, you are also required to present 2 forms of identification to comply with the Immigration Reform and Control Act of 1986 (driver's license, passport, social security card, birth certificate). A complete list of other acceptable documents can be found on page 9 of the I-9 Form. A map of the campus is also attached for your convenience, alternatively you can find interactive maps online @ www.sonoma.edu/maps.

Applicant Authorization and Release Form

I, _____, wish to be considered for employment with Sonoma State University (SSU). I hereby authorize SSU and its agents to inquire about and verify all statements contained in my employment application and to obtain information concerning my qualifications as a prospective employee. Further, I authorize SSU to contact each of my current and former employers and the references listed herein. I also authorize each of my employers and the references listed herein to give SSU 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 SSU, and waive any claims I may have against them with respect to the release of such information. I also authorize SSU to release such employment information as necessary to those employees and agents of SSU 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.

Printed Name: _____ Job ID: _____

Signature: _____
