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CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

Office of Human Resources

STAFF/MANAGEMENT EMPLOYMENT APPLICATION

Return Application to:
Office of Human Resources
California State University, Bakersfield
37 ADM
9001 Stockdale Highway Bakersfield, CA 93311-1022
Office Phone: (661) 654-2266 Jobline: (661) 654-2267
Website: http://www.csub.edu/BAS/hr/nonfacem.shtml GO

~ A separate application must be submitted for each advertised vacancy.
~ Resumes are welcomed but will not be accepted in place of official application.
~ E-mailed and/or faxed applications will not be accepted.
~ If required, copies of college degree, professional license, or skill certification (i.e. typing speed) must be attached to application to receive consideration. Applies to all applicants.
~ Completed applications must be received in Human Resources no later than 5:00 p.m. on or postmarked by the closing date. If you need a reasonable accommodation to participate in the interview process, please call (661) 654-2266.

(Please print or type) **An incomplete, illegible, or unsigned application may result in disqualification or non-consideration**

Title of Position Applying for:				**Position Number**
LAST Name	**FIRST** Name	M.I.	Home Phone	Message Phone
Mailing Address	Email Address		May we call you at work? Yes ☐ No ☐ Work Phone:	
City	State	Zip Code	Social Security #	

Check (X) "yes" or "no" to each question below

1a) Do you currently work for CSUB? Yes ☐ No ☐ Do you currently work for CSUB Foundation? Yes ☐ No ☐ Type: ☐STAFF ☐FACULTY ☐STUDENT ☐MPP ☐OTHER: _____

1b) Are you 18 years of age or older? Yes ☐ No ☐ If "no," a work permit may be required at time of employment.

2a) Do you have any close relative(s) employed at CSUB? Yes ☐ No ☐ **2b)** If yes, list name(s) and relationship in the following space:
Name(s): Relationship to you:

3a) Have you ever been dismissed from employment? Yes ☐ No ☐ **3b)** If "yes", please explain below *(include reason, employer, position, dates).*

ALL EMPLOYEES MUST DEMONSTRATE AUTHORIZATION TO WORK IN THE UNITED STATES UPON HIRE.

SKILLS AND ABILITIES • Indicate any skills & abilities that are relevant to the position for which you are applying.

Typing Speed: ____ NWPM *If required, typing certificate **must** be attached and current within 2 years. Online/Internet certificates will not be accepted.*

Other Skills & Abilities (interpreting or other language skills, specialized equipment, shorthand & ten key speed etc.):

COMPUTER TECHNOLOGY SKILLS

Skill Area	Application/Software Title	Skill Level (mark box with an " X ") No Experience	Some Experience	Competent	Advanced
Word Processing					
Spreadsheet					
Other					

LICENSES AND CERTIFICATES • Complete this section **if** position requires any license and/or certificate. If so, copy of license/certificate **must** be attached.

Do you have a valid California Driver's License? Yes ☐ No ☐ Lic #: _____ Expiration Date: _____ Class Type: _____
Other Licenses/Certificates: Type: _____ License No: _____ Issuing State: _____ Expiration Date:_____

EDUCATION • Complete for all positions. If required, a copy of college degree or transcripts **must** be attached.

Check highest grade completed: **Elementary**: 1 2 3 4 5 6 7 8 **High School**: 9 10 11 12 **College**: 13 14 15 16 **Graduate**: 17 18

COLLEGE, UNIVERSITY, TRADE, VOCATION, MILITARY SCHOOLS ATTENDED

Name of College/University	City and State	Major	Degree Awarded? Yes	No	Degree Type	# of Units Completed Semester	Quarter

QUALIFICATIONS SUMMARY • Briefly describe how your experience, skills, knowledge, and abilities qualify you for this position.

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EMPLOYMENT HISTORY *A resume may be submitted, but will not be accepted in place of any part of this application.*

Begin with your most **recent** employer. Include all relevant employment and experience within the last 3 years (more if needed to qualify). Additional qualifying experience may be listed on a separate sheet attached to this application. All requested employment information must be provided as outlined below.

1. Employer Name	Job Title	Hours per Week	From (mth/yr)	To (mth/yr)	Starting Salary	Ending Salary
					$ per	$ per
Address	Job Duties					
City, State, Zip						
Supervisor Name						
Phone Number	Reason for Leaving					

2. Employer Name	Job Title	Hours per Week	From (mth/yr)	To (mth/yr)	Starting Salary	Ending Salary
					$ per	$ per
Address	Job Duties					
City, State, Zip						
Supervisor Name						
Phone Number	Reason for Leaving					

3. Employer Name	Job Title	Hours per Week	From (mth/yr)	To (mth/yr)	Starting Salary	Ending Salary
					$ per	$ per
Address	Job Duties					
City, State, Zip						
Supervisor Name						
Phone Number	Reason for Leaving					

REFERENCES – List three persons not related to you who may be contacted by CSUB personnel to attest to your professional experience, skills, and character.

1). Name	Occupation/Company Name	Telephone #
2). Name	Occupation/Company Name	Telephone #
3). Name	Occupation/Company Name	Telephone #

By signing below: I hereby certify that all statements made on this application and all other documents I have submitted in support of my application are true and correct to the best of my knowledge, and that I have not withheld any facts or circumstances. I understand that all offers of appointment are contingent upon receipt of satisfactory verification of the information provided and that any falsification of my application materials may be cause for disqualification from further consideration or termination if such information is determined after employment. The application materials include this document and any other materials submitted. If selected for employment, and not currently employed by CSUB, I agree to be fingerprinted and/or undergo a medical examination, if required for the position. I understand that as a condition of employment, U.S. citizens are required to sign the State of California's "Oath of Allegiance" and non U.S. citizens are required to sign the "Declaration of Permission to Work." CSUB only hires individuals lawfully authorized to work in the U.S. If hired, I agree to provide proof of my identity and work authorization as required by the Immigration Reform and Control Act of 1986.

In connection with the investigation of this application, I authorize the CSU to contact each of my current and former employers, educational institutions and the references listed herein. I also authorize each of the current and former employers, educational institutions, and the references listed herein to give CSU any and all information concerning my education, current and previous employment, and any pertinent information they may have regarding my work performance, whether such information is favorable or unfavorable to me. I also authorize the CSU to release such employment information as necessary to those employees and agents of the CSU who require such information to investigate or to make a decision with respect to any matter pertaining to my employment.
I understand my right to request access to records containing personal information about me and that all information provided may be used only for the purposes of employment in accordance with the State of California Information Practices Act of 1977.

I acknowledge that I have read this authorization and release, fully understand it, and voluntarily agree to its provisions.

Applicant's Signature	Date	Date Available

CSUB's annual crime report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus centers, such as our Antelope Valley Satellite Campus and on property within, or immediately adjacent to and accessible from CSUB. The report also includes policies concerning security on campus, such as alcohol and drug use, crime prevention, reporting crimes, sexual assault and other subjects. Additionally, a daily log of offenses is maintained and can be reviewed at the front desk of the Department of Public Safety. You can obtain a copy of the annual report by contacting the Department of Public Safety/University Police at 661-654-2111 or by logging on to the Department of Public Safety website at http://www.csub.edu/admin/publicsafety/crimestats.htx

CSU Bakersfield
Business and Administrative Services
Office of Human Resources

VOLUNTARY SELF-IDENTIFICATION FORM FOR EMPLOYMENT APPLICANTS

The CSU considers qualified applicants for employment without regard to race, color, religion, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex (including gender identity), age (over 40), sexual orientation, covered veteran status, or any other protected status.

The CSU is interested in reaching the broadest possible group of qualified applicants. This form has been developed to assist us in monitoring the effectiveness of our recruitment efforts, and in collecting data that is required for compliance with State, Federal and University reporting requirements. This form, and any data submitted on the form, will be kept separate from your application and resume and will not be accessible by anyone involved with making recommendations or decisions regarding selection or hiring for this job. While your reply will be most helpful to us in reporting accurate data, completing this form is entirely voluntary.

Job/Position Number:	**Job/Position Title:**

Question 1. Are you Hispanic or Latino? *(A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)* ☐ Yes ☐ No

Question 2. Regardless of your answer to Question 1, you may select one or more of the following categories that apply to you:

CATEGORY	DEFINITION OF CATEGORY
☐ **American Indian or Alaska Native**	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
☐ **Asian** ☐ Asian Indian ☐ Cambodian ☐ Chinese ☐ Filipino ☐ Japanese ☐ Korean ☐ Laotian ☐ Vietnamese ☐ Other Asian	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.
☐ **Black or African American**	A person having origins in any of the black racial groups of Africa.
☐ **Native Hawaiian or Other Pacific Islander** ☐ Guamanian ☐ Hawaiian ☐ Samoan ☐ Other Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
☐ **White**	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Question 3. **Gender:** *(Please check one)* ☐ Male ☐ Female

Question 4. **Source:** How did you learn about this job opening?

☐ Human Resources – Job Line ☐ From a friend or relative

☐ From a CSUB employee ☐ CSUB Human Resources Department

☐ From a newspaper, trade or professional journal *Publication Name:* _____