



STAFF EMPLOYMENT APPLICATION

USPS Mail: UCLA Campus Human Resources, 10920 Wilshire Boulevard, #205, Box 951561, L.A., CA 90095-1561

mycareer.ucla.edu

Email: mycareer@ucla.edu

Fax: (310) 794-0895

General Instructions—Please type or neatly print the information on this application and submit your resume.

Name:	Home Phone:
Address:	Work Phone:
City, State, Zip:	Cell Phone:
Other names you have used while employed:	Email:

Section 1: Employment History—List your present or most recent employer first. Account for all times during the past ten years, including periods of unemployment. Include your military experience and major volunteer experience. If you held significantly different positions with the same employer, list them separately. Use additional applications as needed.

From:	To:	Job Title:	Employer:
Job Duties:			
Last monthly salary:		<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
Reason for leaving:			
Supervisor's name and phone number:			
May we contact your current/most recent employer for a reference?			
From:	To:	Job Title:	Employer:
Job Duties:			
Last monthly salary:		<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
Reason for leaving:			
Supervisor's name and phone number:			
May we contact this employer for a reference?			
From:	To:	Job Title:	Employer:
Job Duties:			
Last monthly salary:		<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
Reason for leaving:			
Supervisor's name and phone number:			
May we contact this employer for a reference?			

Section 2: Education—List the schools you have attended. Include high school, business, technical, military, professional, college, and university.

School Name	Major	Units	GPA	Degree

Section 3: Licenses, Certificates—List only if required for your area of employment interest. Include type of license or certificate, number, issuing state/organization, and expiration date.

Licenses, Certificates:

Section 4: Other Job Skills—List other job-related skills such as computer hardware, software, typing speed, 10 key by touch, machinery, power tools, office, lab or scientific equipment, fluency in foreign languages and/or medical terminology.

Other Job Skills:

Section 5: Required Information— Please check the appropriate box for each question.

Positions designated as “critical” require fingerprinting to conduct a criminal background check. The fingerprints will be used to obtain a copy of any criminal history you may have. A conviction will not necessarily disqualify you from consideration for employment. UCLA, however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position for which you have applied. **A conviction is any plea of guilty or nolo contendere (no contest) or a verdict of guilty.**

1. Have you ever been convicted of a felony or misdemeanor offense by any court in California? Yes No
2. Have you ever been convicted of a felony or misdemeanor offense from another State? Yes No
(Criminal convictions from another State may be considered in evaluating your application.)
You may omit:
 - a. Traffic violations for which the fine imposed was \$300.00 or less;
 - b. Any conviction specified in the Health & Safety code section 11361.5 which pertains to various marijuana offenses;
 - c. Any conviction that has been sealed, expunged or legally eradicated;
 - d. Any offense which was finally settled in juvenile court or referred to the youth authority;
 - e. Any misdemeanor conviction for which probation has been successfully completed or otherwise discharged **AND** the case has been judicially dismissed pursuant to Penal Code section 1203.4. To qualify for omission under Penal Code section 1203.4, an individual must have taken an affirmative action to file a petition with a court to have the conviction set aside and been successful in that action.
3. Are you 18 years or older? If your answer is “yes”, go to question 5. Yes No
4. If you are under 18, you must have graduated from high school or received a GED certificate or have a valid work permit in order to be employed by the University. Do you meet this requirement? Yes No
5. Upon hire, will you be able to provide proof of eligibility to work in the U.S. as specified in the Immigration Reform and Control Act of 1986? Yes No
6. Do you have a valid California Driver’s License? (Answer only if the position will require you to drive.) Yes No
7. Are you a UC student? Yes No
8. Are you currently receiving UC Retirement Annuity? Yes No
9. Have you ever been employed at the University of California, a DOE Laboratory or the State of California? Yes No
10. Do you have any relatives currently employed at the University of California? Yes No Relationship: _____

Name: _____ Department: _____

11. Have you ever been released or discharged from employment or resigned to avoid such release or discharge? Yes No
If yes, please provide date(s) and circumstances: _____



Once you have completed the application sign your name at the bottom and indicate the date it was completed.

The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, recently separated veterans, Vietnam era veterans, or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

The University of California is an affirmative action/equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities, and for covered veterans. University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's equal employment opportunity policies may be directed to the UCLA Staff Affirmative Action Office (310) 794-0691.

University policy is intended to be consistent with the provisions of applicable State and Federal laws. Under Federal law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986. Employment may be subject to appropriate medical clearance when required by law. For positions designated in the System wide Title and Pay Plan as non-exempt from the Fair Labor Standards Act and which are not represented by an exclusive bargaining agent, any overtime is compensated either by cash or by compensatory time at the University's option.

Privacy Notice

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply personal information about themselves: (1) the principal purpose for requesting and collecting the personal information on this form is to comply with applicable State and Federal laws; (2) providing the personal information is mandatory, unless otherwise noted;(3) the personal information will be kept confidential and used only in accordance with applicable laws; (4) the personal information will be given to government enforcement agencies if these agencies request such information, or as otherwise required by law; (5) individuals have the right to review their own records in accordance with University personnel policies and collective bargaining agreements; information on applicable policies and agreements can be obtained from the Campus Human Resources Home Page at www.chr.ucla.edu.

Notice of Availability of UCLA Annual Security Report

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, prospective employees are entitled to request a copy of the UCLA Annual Security Report prepared in compliance with this Act. The report includes statistics for the past three years concerning crimes reported to Campus Security Authorities that occurred on campus, in off-campus buildings or on property owned or controlled by the University, and on public property adjacent to the campus. The report also includes campus policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance programs, student discipline, campus resources, and other matters. You may obtain a copy of this report by accessing the following website: <http://www.ucpd.ucla.edu/ucpd/clery.htm> or contacting: UCLA Police Department, 601 Westwood Plaza, Los Angeles, CA 90095, phone (310) 825-1491.

I certify that all statements on this form are true and complete to the best of my knowledge and belief. If employed, I understand that any false or incomplete information I have given may be considered cause for termination.

Signature _____ Date _____