


Name _____

Date _____

STUDENT RECREATION CENTER EMPLOYMENT APPLICATION

Please mark the position(s) for which you are applying:

- Counter Clerk
- Weight Room
- Weight Room/Cardio Equipment Technician
- Personal Trainer
- Building Steward
- Intramurals....Manager or Official
- Outdoor Excursions....Guide or Office
- Challenge Course
- Recreation Class Instructor
- Media Relations
- Custodian
- Maintenance
- Other _____

	Recruitment Services University of California, Riverside 1160 University Avenue Riverside, CA 92521	Date of Application <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Month</td> <td style="width:33%;">Day</td> <td style="width:33%;">Year</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	Month	Day	Year			
	Month	Day	Year					
Apply online: http://hr.ucr.edu/jobs								

Position

A separate application is required for each position. Type or print in black or blue ink.

(Required) Job Number	Title	Department Student Recreation
Will you work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		Referred by:

General Information

Last Name	First Name	Middle
Address		
City	State	Zip Code
Home Phone	Message Phone	Email
Do you have the legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No	If hired, can you furnish proof of age? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a valid California Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been employed by the University? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates Employed	Campus
		Department
		Position
Do you have any relatives employed by the University? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name	Campus
		Department
		Relationship

Have you ever been convicted of a criminal offense by any court? Yes No
This includes any offense where you were found guilty, pled guilty or pled nolo contendere. You may omit:
 a. traffic violations for which the fine imposed was \$300.00 or less;
 b. conviction of misdemeanor while under the age of 18, if the record was sealed under Penal Code 1203.45; or
 c. any conviction specified in the Health and Safety Code Section 11361.5 which pertains to various marijuana offenses.

If you answer "yes", please list the dates, places, and specific offense(s) on this form.
A conviction will not necessarily disqualify you from consideration for employment.

Education

Name of School	Location	No. of Units Completed	G.P.A.	Degree or Diploma	Major	Minor
Are you attending school right now? <input type="checkbox"/> Yes <input type="checkbox"/> No	What hours?	Course of study:	Do you plan further educational study? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "yes", what field and where?		

Language Ability
Answer if the position you are applying for requires proficiency in language(s).

English	Speak	Read	Write	Other	Speak	Read	Write
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List membership in professional societies and/or certificates and licenses. Give state, number, and expiration date.
(You may exclude names of organizations which may reveal your race, color, religion, national origin, ancestry, or physical handicap.)

Additional information including special projects, skills, published writings, training, machines operated special interests and community activities.
 (You may exclude names of organizations which may reveal your race, color, religion, national origin, ancestry, or physical handicap.)

Employment Record

List your present or most recent employer first and include U.S. Armed Forces experience and major volunteer experience. Account for all time during at least the past ten years, including periods of unemployment. (You may exclude names or organizations, which may reveal your race, color, religion, national origin, or ancestry.) Describe senior project, M.A., M.S., or Ph.D. thesis if appropriate.

Position Title	Start Date	End Date	Start Salary	End Salary
Employer	Type of Business		Hours Per Week	Total Yrs./Mos.
Street Address, City, State, Zip Code				
Immediate Supervisor	Phone Number			
Reason for Leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Duties Performed				

Position Title	Start Date	End Date	Start Salary	End Salary
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Immediate Supervisor	Phone Number			
Reason for Leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Duties Performed				

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Street Address, City, State, Zip Code				
Immediate Supervisor	Phone Number			
Reason for Leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Duties Performed				

Additional Employment Record

Position Title	Start Date	End Date	Start Salary	End Salary
Employer	Type of Business		Hours Per Week	Total Yrs./Mos.
Street Address, City, State, Zip Code				
Immediate Supervisor	Phone Number			
Reason for Leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Duties Performed				

Position Title	Start Date	End Date	Start Salary	End Salary
Employer	Type of Business		Hours Per Week	Total Yrs./Mos.
Street Address, City, State, Zip Code				
Immediate Supervisor	Phone Number			
Reason for Leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Duties Performed				

Position Title	Start Date	End Date	Start Salary	End Salary
Employer	Type of Business		Hours Per Week	Total Yrs./Mos.
Street Address, City, State, Zip Code				
Immediate Supervisor	Phone Number			
Reason for Leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Duties Performed				

Additional Comments (if any)

Disclosure

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, Vietnam era veteran, recently separated veteran, or any other veteran 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 special disabled veterans, Vietnam era veterans, recently separated veterans, and 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.

University policy is intended to be consistent with the provisions of applicable State and Federal laws.

Inquiries regarding the University's equal opportunity policies may be directed to:

Director, Office of Faculty & Staff Affirmative Action
University of California, Riverside
Telephone: (951) 827-5604

The State of California Information Practices Act of 1977 (effective July 1978) requires the University to provide the following information to individuals asked to supply information about themselves.

I. The principal purposes for requesting information on the attached form is for personnel and affirmative action administration. University policy and State and Federal statutes, which are available in the Human Resources and Affirmative Action Offices, authorize the maintenance of this information. Information furnished on these forms may be used by various University departments for the purposes cited in those policies and statutes and will be given to State and Federal agencies if required by law.

II. Furnishing the information on the employment application form is mandatory; failure to provide the information will prevent evaluation of your qualifications for employment. Furnishing the information on the applicant survey and self-identification forms is voluntary; there is no penalty for not completing the forms.

III. Individuals have the right to review their own records in accordance with Staff Personnel Policy 605 and Academic Personnel Manual Section 195. Information on these policies may be obtained from the campus Human Resources and Academic Personnel Offices.

IV. The hiring department is responsible for maintaining the information supplied on the employment application form; the Office of Faculty and Staff Affirmative Action is responsible for maintaining the information supplied on the applicant survey and self-identification forms.

V. Campus Security and Crime Report: The U.C. Riverside Campus Security and Crime Report is available at the following web site: <http://www.police.ucr.edu/securityreport>. The report contains a summary of crimes reported on the campus and in other designated areas during the past three calendar years. It also contains references to University and campus policies concerned with criminal activity and security on campus. Printed copies of the Report are available upon request from the University of California, Riverside, Police Department, 3500 Canyon Crest Drive, Riverside, CA 92521 or by telephone at (951) 827-6191.

Authorization

I certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any falsification of this record may be considered cause for separation.

Applicant's Signature

Date

This application may be completed online at <http://hr.ucr.edu/jobs>