

California State Polytechnic University, Pomona

Human Resources Department
 3801 West Temple Avenue, Pomona, CA 91768-2557
 Telephone: (909) 869-3733



An Affirmative Action/Equal Opportunity Employer

Application for Staff Employment

Applicant Information

Name: Last, First, Middle Initial				Home Telephone Number () -		
Address: Street, Apartment or Space Number				Work Telephone Number () - ext.		
City	State	Zip	Email	Cellular Telephone Number () -		
Are you 18 years of age or older?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If an offer of employment is made, can you provide proof of your legal right to work in the U.S.?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been previously employed by Cal Poly Pomona or the CSU System or any other state agency?				<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, list dates, positions, departments, campus:						
<i>If Cal Poly Pomona, provide Bronco ID:</i>						
Have you ever worked under name(s) other than stated above?				<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, please list:						
Are you related to any current employee(s) of Cal Poly Pomona, ASI, or Foundation?				<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, please list:						
*Respond only if driving is an essential function of the position for which you are applying:						
Do you have a valid California Driver's License?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, indicate type:	Class A <input type="checkbox"/>	Class B <input type="checkbox"/>	Class C <input type="checkbox"/>
*If you replied Yes to the above question, upon hire you will be enrolled in the CA DMV Employer Pull Notification program.						
If No, is there anything which would prohibit you from obtaining a California Driver's License?						
Have you ever been convicted of a crime?		<input type="checkbox"/> Yes <input type="checkbox"/> No				
(You may omit minor traffic violations, any offense committed prior to your 18 th birthday, adjudicated in a juvenile court or under a youth offender law, or any incident that has been sealed under Welfare and Institutions Code Section 781 or Penal Code Section 1203.45)						
If Yes, please complete the attached Conviction Disclosure form. A Yes answer does not automatically disqualify you from receiving consideration for employment.						

Employment Interest

A separate application must be provided for each recruitment in which you are interested.

Position Applied for:

Recruitment Number:

University Policy on Smoking: in keeping with the University's longstanding commitment to provide a healthy and safe environment for students, employees and visitors, smoking is prohibited inside all university facilities and university owned or maintained vehicles.

Recruitment No.	Position Title	Applicant Name
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Education and Special Training

Name/Location of Last High School

Did you graduate? Yes No If not, do you have a: GED Certificate or CHSPE Certificate

Name(s)/Location(s) of Colleges or Universities Attended	Major	Specialization within Major	Units Completed		Date Graduated (MM/YY)	Type of Degree Earned
			Sem.	Qtr.		

Name(s)/Location(s) of Business, Technical or Trade Institutions Attended	Course of Study	Dates Attended		Certificates or Licenses Obtained
		From (MM/DD/YY)	To (MM/DD/YY)	

Current Professional Licenses or Certificates – *Specify type(s) and expiration date(s)*

Additional Qualifications

Special Related Skills (e.g., proficiency in medical terminology, spread sheets, statistical analysis, etc.)

Related Equipment Which You Operate Proficiently

Specific Relevant Courses, Conferences, Seminars and Workshops Attended or Conducted

Publications/Reports Coordinated or Authored

Computer Knowledge and Ability

Hard ware	Familiarity	Proficiency	Software	Familiarity	Proficiency
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Other (e.g., Computer Programming Languages):

Recruitment No.	Position Title	Applicant Name
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Employment History

The **Employment History** must be completed in detail, even though a resume may be included and/or required. Beginning with your present job, list all employment activity for the past 10 years. Each promotion should be identified as a separate job. Earlier relevant experience may also be included. Attach additional sheets if necessary. **Reference checks are conducted with both current and former employers on candidates under final consideration.**

Dates of Employment:	Employer:	Telephone No:
From (MM/YY):	Department:	() -
To (MM/YY):	Address, City, State, Zip:	Telephone No:
Avg. Hrs. Per Week:	Supervisor's Name & Title:	() -
	Your Functional Title:	
Last Salary:	Classification (if applicable):	
Per: Hour <input type="checkbox"/>	Summarize Your Duties:	
Month <input type="checkbox"/>		
Year <input type="checkbox"/>		
Additional Average Monthly Wages (i.e., bonus, commission):	Number of People You Supervised:	
\$	Reason for Seeking Other Employment:	

Dates of Employment:	Employer:	Telephone No:
From (MM/YY):	Department:	() -
To (MM/YY):	Address, City, State, Zip:	Telephone No:
Avg. Hrs. Per Week:	Supervisor's Name & Title:	() -
	Your Functional Title:	
Last Salary:	Classification (if applicable):	
Per: Hour <input type="checkbox"/>	Summarize Your Duties:	
Month <input type="checkbox"/>		
Year <input type="checkbox"/>		
Additional Average Monthly Wages (i.e., bonus, commission):	Number of People You Supervised:	
\$	Reason for Seeking Other Employment:	

Dates of Employment:	Employer:	Telephone No:
From (MM/YY):	Department:	() -
To (MM/YY):	Address, City, State, Zip:	Telephone No:
Avg. Hrs. Per Week:	Supervisor's Name & Title:	() -
	Your Functional Title:	
Last Salary:	Classification (if applicable):	
Per: Hour <input type="checkbox"/>	Summarize Your Duties:	
Month <input type="checkbox"/>		
Year <input type="checkbox"/>		
Additional Average Monthly Wages (i.e., bonus, commission):	Number of People You Supervised:	
\$	Reason for Seeking Other Employment:	

Have you ever been fired or asked to leave employment? Yes No
 If Yes, please explain:

If appointed, how much notice would you be required to give at your current place of employment:

Recruitment No.	Position Title	Applicant Name

COMMENTS: Use this space to provide any other information you believe will be of value in considering your application for employment, or for additional comments concerning any item on the application for which more space is needed to provide complete information.

REFERENCES: List three people not related to you who can attest to your professional abilities and character.

Name	Occupation	Telephone No. () - ext.
Address, City, State, Zip		

Name	Occupation	Telephone No. () - ext.
Address, City, State, Zip		

Name	Occupation	Telephone No. () - ext.
Address, City, State, Zip		

I understand that all offers of employment are contingent upon verification of my identity and authorization to work in the United States.

I further understand that before entering into the duties of State employment, United States citizens are required to sign the Oath of Allegiance: legally employed non-citizens are required to sign the Declaration of Permission to work. Alien employees who subsequently become naturalized citizens must then sign an oath.

I hereby certify that the information contained in this application and all supplemental support documents is accurate and truthful to the best of my knowledge and belief. I understand that the misstatement or omission of pertinent facts or information may disqualify me from employment consideration with Cal Poly Pomona and, if hired, may be grounds for dismissal.

I agree to any pre/post-employment examination, including medical or psychological, which may be required as a condition of continued employment.

I understand that this application and all supplemental support documents become the property of the University, and that the information provided herein will be used for the purpose of employment in accordance with the Information Practices Act of 1977.

Signature (original, no copies)

Date

Recruitment No.

Position Title

Applicant Name

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.

Applicant Name (Last, First, Middle Initial) _____	Recruitment Number _____
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Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Today's Date _____
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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
<input type="checkbox"/> 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.
<input type="checkbox"/> Asian <input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Vietnamese <input type="checkbox"/> 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.
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Guamanian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Samoan <input type="checkbox"/> 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.
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

DISCLOSURE OF INFORMATION

POLICY:

All applicants for University employment shall be required to answer the University Application for Staff Employment:

Have you ever been convicted of a crime?

Yes No

Applicants may respond “no” to this inquiry if they have never been convicted, and when they have been convicted of an offense involving, 1) a minor traffic violation; 2) a violation of Health and Safety Code 11357 (b) or (c), 11360 (c), 11364, 11365 or 11550 as they relate to marijuana convictions prior to January 1, 1967; 3) a conviction which has been judicially dismissed, expunged, sealed or eradicated; or 4) a misdemeanor conviction for which the probation has been completed and the case has been judicially dismissed.

Complete DISCLOSURE OF INFORMATION, page 2, if you have a reportable conviction(s).

GENERAL INFORMATION:

Conviction of a crime is not an absolute bar from University employment. Each situation will be reviewed by Human Resource Services which shall consider, among other matters, the relevance of the conviction to the nature of employment sought by the applicant, applicant history since the conviction, and the relevency of the conviction itself.

Undisclosed pervious convictions (with the exception of those specified above) shall be considered grounds for termination.

Questions regarding the disclosure of previous convictions should be discussed with the Personnel Programs Administrator managing the recruitment prior to the submission of the Application or the Disclosure Form.

<i>Recruitment No:</i>	<i>Position Title:</i>	<i>Applicant Name:</i>

DISCLOSURE FORM

Human Resource Services California State Polytechnic University, Pomona

INSTRUCTIONS: Please read the University policy on the Disclosure of information found on the preceding page of this form. Complete this form if you have a reportable conviction(s). List each conviction in a separate section below.

Position Applied For

Recruitment No.

Describe specific offense: If you were convicted, provide: Specific charge for which convicted: Date of conviction: Disposition (i.e. sentence):
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Describe specific offense: If you were convicted, provide: Specific charge for which convicted: Date of conviction: Disposition (i.e. sentence):

I hereby certify that the above information is true to the best of my knowledge and belief.

Applicant's Signature

Date

<i>Recruitment No:</i>	<i>Position Title:</i>	<i>Applicant Name:</i>