



# Application for Student Employment

ASSOCIATED STUDENTS

Associated Students, SJSU is a non-profit corporation that provides quality services, programs, products and resources that support and strengthen San José State University's mission of instruction, research and public service.

### An Equal Opportunity Employer

It is the policy of Associated Students, SJSU to treat all staff and applicants for employment in a fair and equitable manner in all its relations, without regard to age, disability, gender, marital status, medial condition, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, and any other area protected, or which may become protected, under state or federal law or campus policy. Questions regarding this policy should be directed to the Associated Students Executive Director or the Board of Directors at (408) 924-6240.

### Instructions

- 1) Applications for the posted vacancies must be received no later than the closing date.
- 2) Please read carefully and print answers to all questions in blue or black ink.
- 3) Indicated the job title, department, or reference number for which you are applying.
- 4) All sections of the application must be completed.
- 5) Applications are evaluated on the basis of information provided. Failure to provide sufficient information that show evidence of meeting minimum qualifications will result in disqualification.
- 6) Please submit the application to the appropriate department or the Associated Students General Services Center.

<b>Department</b>	<b>Position</b>	<b>Date</b>

### Applicant Information

Last name:		First name:		Middle Initial:	
Street Address:			City:	State:	Zip:
Home Phone Number:		Work Phone Number:		Cell Phone Number:	
Email Address:					
Major:			Year Admitted to SJSU:		Year Graduating:

### Emergency Contact Information

Last Name:		First Name:		Relationship:	
Street Address:			City:	State:	Zip:
Home Phone Number		Work Phone Number:		Cell Phone Number:	
Email Address:					

### Other Information

Are you currently an SJSU student or will be enrolled as one at the start of employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you are not a United States citizen, are you authorized to work in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>In accordance with the immigration Reform and Control Act of 1986, proof of employment eligibility and identification are required at the time of hire.</i>		

Are you on the Federal Work Study Program? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what is your total annual allocation?
Have you ever been dismissed from employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, why?
Have you previously been employed by Associated Students, SJSU? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which department and supervisor?
Do you need reasonable accommodations to perform the essential functions of this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what kind of accommodations could A.S. provide to enable you to perform the functions of this position?

***We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.***

Have you ever been convicted of a felony or, within the past five years, a misdemeanor that resulted in incarceration? (Add additional page if needed.) Note: A conviction is not an automatic bar of employment. Each case is considered on its individual merits. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Date of Conviction  /	Felony or Misdemeanor	Location of Conviction (City & State)	Describe Nature of Offense

**Work History**

Name of Employer:	Name of Employer:
Supervisor's Name:	Supervisor's Name:
Phone Number:	Phone Number:
Type of work:	Type of work:
Dates of Employment (Month/Year): From:        /        To:        /	Dates of Employment (Month/ Year): From:        /        To:        /
Reason(s) for leaving:	Reason(s) for leaving:
May we contact your previous employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact your previous employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Qualifications**

Please briefly list and describe your experience, training, skills, knowledge and abilities that qualify you for this position.

**References** List professional references that are not family members or personal friends

<i>Name</i>	<i>Phone Number/E-mail</i>	<i>Occupation</i>	<i>Relationship</i>

**Availability**

<i>Monday</i>		<i>Tuesday</i>		<i>Wednesday</i>		<i>Thursday</i>		<i>Friday</i>		<i>Saturday</i>		<i>Sunday</i>	

**Applicant Statement**

With the submission of this application I understand and commit to the following:

- I certify that answers and statements given herein in this application for employment are complete and true.
- I authorize investigation of all statements contained in this application for employment as necessary in arriving at an employment decision and waive the right to hold Associated Students, SJSU and persons contacted liable.
- I understand that job-related background checks will be completed before hire and my signature on my application is my consent and my authorization for Associated Students, SJSU or its authorized agent to conduct a background investigation related to the position for which I am applying. I understand that background checks may include criminal history, identity check, fingerprinting, or other background checks permitted by law.
- If employed, I understand that any falsification of information on this application, resume, or during interview(s) may be cause for termination.
- I understand that if I apply electronically, the submission of my application will be considered as representative of my signature and I may be asked to sign a hard copy of the application format a later date.

**Signature of applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

The latest San José State University Safety 101 Uniform Campus Crime and Security Report are available. You may request a hard copy of San José State University’s annual safety report by contacting the University Police Department at (408)924-2222 or visiting the website at <http://www.sjsu.edu/safetyreport>.