



**CALIFORNIA STATE
UNIVERSITY CHICO**
HUMAN RESOURCES SERVICE CENTER

400 W. 1ST STREET
KENDALL HALL ROOM 220
CHICO, CA 95929-0010
530-898-6771
FAX: 530-898-5120
E-mail: humanresources@csuchico.edu

Application for Employment Packet

TABLE OF CONTENTS

| | |
|---|-----|
| Information for Job Applicants | 2 |
| Equal Employment Statement | 3 |
| CSU, Chico Application for Employment | 4-7 |
| Confidential Applicant Data Form | 8 |
| Job Status Notification Form | 9 |



Thank you for considering California State University, Chico for employment. The following is an overview of the campus application and selection process for staff positions.

1. The application process is an assessment of your ability to understand and follow written instructions provided on the application, vacancy announcement, and this information sheet. If all required application material is not completed thoroughly and submitted prior to the closing date, you will not be considered for the position. Your application packet represents you and is used by the hiring department to determine those applicants that will be given consideration.
2. Applications for employment are accepted for current job openings only. A separate and complete application packet must be submitted for each position vacancy. Photocopies are acceptable. Each application must specify the exact position title and recruitment number. Application for Employment Packets and Vacancy Announcements may be obtained by visiting our web site at <http://www.csuchico.edu/hr/announcements/>, in the Human Resources Service Center office, or mailed to you by calling 530-898-6771. You may submit your completed application material by mail or delivering it in person to the above address. Application materials may be sent electronically to humanresources@csuchico.edu or faxed to 530-898-5120. To be considered, applications must be received by 5:00 p.m. on the closing date. Postmarks are not accepted.
3. Positions are open for a minimum of 14 days from the date of posting. Positions reopened to increase the applicant pool may be closed after five working days. Positions remaining open are listed as "Open Until Filled" and are subject to close at any time.
4. Please make certain that your application material provides a complete and detailed description of your work experience. When a number of years of experience is specified as a job qualification, the full-time equivalent is required. For example, someone who has four years of half-time experience is considered to have two years full-time equivalent.
5. It is to your benefit to be as thorough as possible, as this information will be used to determine if you meet the qualifications for the position.
6. It is necessary to complete the Application for Employment including the Employment History section, even if a resume is requested. Incomplete applications will not be processed.
7. After the closing date, all applications of qualified applications are forwarded to the search committee for further consideration. This process takes approximately two to three weeks to complete. Applicants determined to be most qualified for the position will be contacted by telephone for an interview. Before making a formal job offer, reference checks, background investigation and fingerprinting may be conducted. Applicants are sent a Job Status Notification Form regarding the status of their application. The search committee makes a recommendation to the hiring authority who then forwards the decision to the Human Resources Service Center.

NOTE: *Associated Students, Foundation, and student employees are not University employees and consequently are not eligible to apply for vacancies open only to campus employees.*

Under federal law, California State University, Chico may only hire individuals who are legally able to work in the United States. California State University, Chico is not a sponsoring agent. Applicants must provide proof of U.S. citizenship or eligibility or authorization to work in the United States on or before the date of hire. Prior to the first day of employment, the recommended applicant will be fingerprinted (if required).

The State of California Information Practices Act of 1977 requires the university to provide the following information to applicants for employment who are asked to supply personal information. The principal purpose for requesting information on this Application for Employment is to evaluate qualifications for employment. University policy and state and federal statutes authorize maintenance of this information. Furnishing the information is mandatory; failure to provide the information will prevent evaluation of your qualifications for employment. Information furnished on this form may be used for personnel administration and will be transmitted to federal and state governments if required by law. All documents supporting this application become the property of California State University, Chico and will not be released or returned.

As part of the selection process, California State University, Chico checks references. Persons, who you have identified as potential references, or others, may be contacted and asked a series of questions about your background, education and/or work experience. If an outside firm is used to check references, under the Federal Fair Credit Reporting Act, we are required, upon your written request, to provide you the name and address of the firm so that you may contact them for future information.

POSITIONS REQUIRING A DEGREE: Before being appointed to a position requiring an educational degree, the successful applicant must submit copies of official transcripts to the Human Resources Service Center as proof that he or she has met the educational requirements of the position.



It is the policy of California State University, Chico to treat all staff and applicants for employment in a fair and equitable manner in all its relations, without regard to age, color, disability, gender, marital status, medical 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.

California State University, Chico is committed to the concept of equal employment opportunity as a basic principle to ensure that all persons are afforded equal access to positions, with access limited only by their ability to perform the job. Equal opportunity can best be affected through a definitive programmed effort. Progress toward achieving equal employment opportunity depends upon all members of the campus community. The commitment to remove inequalities cannot be passive; positive steps must be taken to remove conditions that could result in unlawful employment discrimination.

The university endeavors to remove artificial barriers to equal employment opportunity for all members of our campus community. The institutional commitment to promoting equity and diversity in access, recruitment, retention, and opportunities for advancement is a fundamental value at California State University, Chico.

The university commits through its divisions to a personnel program aimed at ensuring equal employment opportunity at all levels.

Equal Employment Opportunity Objectives

1. To ensure all administrative, managerial, and supervisory staff have a clear understanding of relevant state and federal laws, CSU policies, and university guidelines and, within their areas of responsibility, are committed to consistent implementation.
2. To prevent arbitrary, unnecessary, and artificial practices affecting protected group members by examining personnel transactions and enforcing the use of validated employment practices.
3. To assign responsibility and accountability for progress to each employee. The most crucial element of policy implementation is accountability of supervisory level staff responsible for hiring, assignment, training, promotion, compensation, and disciplinary action.
4. To promote harmonious employee relations by providing training regarding personnel and fair employment practices to management and supervisory staff.
5. To focus training on increasing staff awareness and acceptance of disabilities, race, culture, gender differences and methods of prohibiting unlawful discrimination and harassment of employees in the workplace.



| | |
|-------------------|-----------------------|
| Job Title: | Recruitment #: |
|-------------------|-----------------------|

INSTRUCTIONS: Please read all instructions prior to submitting the required application materials.

- 1) Applications for posted vacancies must be received by 5:00 p.m. on the closing date. Postmarks are not accepted.
- 2) Print or type in black or blue ink.
- 3) Indicate the job title and recruitment number for which you are applying on the top of this application form.
- 4) All sections of the application must be completed.
- 5) Applications are evaluated on the basis of the information provided. Failure to provide sufficient information that demonstrates evidence of meeting minimum qualifications will result in disqualification.
- 6) Submit this application with appropriate supporting documentation to the Human Resources Service Center.

GENERAL INFORMATION

| | | | | | |
|---|--|------------|----------------------------|--------------|-----|
| Last Name | | First Name | | Middle Name | |
| Street Address | | City | | State | Zip |
| Telephone Numbers: | | | | | |
| Home | | Cell | | Work | |
| Email Address: | | | | | |
| Have you ever been employed at CSU, Chico? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, in what capacity? <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other: Provide dates: | | | | | |
| In accordance with the Immigration Reform and Control Act of 1986, proof of employment eligibility and identification are required at the time of hire. CSU, Chico is not a sponsoring agent for staff positions. | | | | | |
| Are you currently authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| If you are less than 18 years of age, can you provide required proof of your eligibility to work? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| Please list any relatives who work for CSU, Chico and the department in which they are employed. | | | | | |
| Name | | Department | | Relationship | |
| | | | | | |
| Preferred phone number and time to contact you: | | | | | |
| Date available to work: | | | State your desired salary: | | |
| Work availability: <input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time (Please check: <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> Evenings) <input type="checkbox"/> Temporary (Please indicate dates available: From: To:) | | | | | |

HUMAN RESOURCES SERVICE CENTER USE ONLY

| | | | | | |
|-------------------------|---------------------------------------|---|--|---|--|
| Processed: | | CSU, Chico Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No Unit: | | | |
| Not Processed Based On: | | <input type="checkbox"/> Experience | <input type="checkbox"/> Education | <input type="checkbox"/> Required License/Certificate | |
| | | <input type="checkbox"/> Incomplete | <input type="checkbox"/> Received After Deadline | <input type="checkbox"/> Other: | |
| Comment | <input type="checkbox"/> Notification | Date | Initials | | |

LICENSES / CERTIFICATIONS

| Title | Date Issued | Expiration Date | Number |
|-------|-------------|-----------------|--------|
| | | | |
| | | | |
| | | | |

EDUCATION

| | Name, City and State of Educational Institution | Course of Study | Number of Years Completed | Diploma / Degree |
|-------------------------|---|-----------------|---------------------------|------------------|
| High School | | | | |
| Undergraduate College | | | | |
| Graduate / Professional | | | | |
| Other (Specify) | | | | |

TRAINING List any special training relevant to the position for which you are applying.

| |
|--|
| |
|--|

EMPLOYMENT HISTORY List all employment within the last ten years starting with the most current, plus other related experience. Military or volunteer experience may be included if job related.

| Current or Last Employer | From (Mo / Yr) | To (Mo / Yr) | Work Performed |
|--|-----------------------|--------------|--------------------|
| Address | | | |
| Telephone | | | |
| Job Title | Base Salary | | |
| Supervisor's Name and Title | Starting | Final | |
| Supervisor's Telephone | Hours Worked Per Week | | Reason for Leaving |
| May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

EMPLOYMENT HISTORY (Continued)

| | | | |
|--|-----------------------|-----------------|--------------------|
| Employer | From (Mo / Yr) | To (Mo / Yr) | Work Performed |
| Address | | | |
| Telephone | | | Reason for Leaving |
| Job Title | Base Salary | | |
| Supervisor's Name and Title | Starting | Final | |
| Supervisor's Telephone | Hours Worked Per Week | | |
| May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

| | | | |
|--|-----------------------|-----------------|--------------------|
| Employer | From (Mo / Yr) | To (Mo / Yr) | Work Performed |
| Address | | | |
| Telephone | | | Reason for Leaving |
| Job Title | Base Salary | | |
| Supervisor's Name and Title | Starting | Final | |
| Supervisor's Telephone | Hours Worked Per Week | | |
| May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

COMMENTS Include explanation of any gaps in employment.

| |
|--|
| |
|--|

ADDITIONAL INFORMATION Summarize special job-related skills and qualifications.

| |
|--|
| |
|--|

SPECIALIZED SKILLSTyping: Yes No

WPM:

10-Key: Yes No

Indicate all computer hardware and operating systems with which you are proficient:

- Macintosh OS Versions:
 Windows OS Versions:
 Unix/Linux OS Versions:
 Other:

Indicate all computer skills / software applications with which you are proficient:

- Word Processing MS Word Google Docs Other:
 Spreadsheet MS Excel Google Docs Other:
 Database MS Access FileMaker Pro Oracle Other:
 Desktop Publishing Photoshop MS Publisher FrontPage Other:
 Programming HTML Visual Basic/C++ Other:
 Web Browsing MS Internet Explorer Firefox Safari Other:
 Email / Calendar: MS Outlook Entourage Other:

Other:

CRIMINAL HISTORY

As an adult, have you ever been convicted of any crime? (Excluding non-felony traffic violations). A conviction includes a plea, verdict, or finding of guilt, regardless of whether a sentence was imposed by the court. A conviction will not necessarily disqualify an applicant from employment. You need not provide information about marijuana possession convictions for a violation of Health and Safety Code Section 11357(b) or (c), Section 11360(c), or 11364, 11365, or 11550 that occurred more than two years ago.

- Yes No If yes, please complete:

| Date of Conviction | Felony or Misdemeanor | Location of Conviction (City and State) | Describe Nature of Offense |
|--------------------|-----------------------|--|----------------------------|
| | | | |

Have you been arrested for any criminal offense for which you are out on bail, or on your own recognizance, pending trial? The employer cannot use such an arrest as a basis to deny employment, unless the person is convicted.

- Yes No

PROFESSIONAL REFERENCES

| Name | Phone Number / Email | Occupation | Relationship |
|------|----------------------|------------|--------------|
| | | | |
| | | | |
| | | | |

APPLICATION STATEMENT

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

- I certify that answers or statements given in this application for employment are true and complete.
- I authorize investigation of all statements contained in this application including salary and degree(s) for employment as necessary in arriving at an employment decision and waive the right to hold CSU, Chico and persons contacted liable. Job-related background checks will be completed before appointment or promotion. Your signature on the application is your consent and authorization for CSU, Chico or its authorized agent to conduct a background investigation related to the position for which you are applying. Background investigations may include criminal history, identity check, fingerprinting, or other background checks by law.
- If employed, I understand that any falsification of information on this application, résumé, or during interview(s) may be cause for termination.
- I understand that I am required to abide by all rules, regulations, and standards of CSU, Chico.

Note: If you apply electronically, the submission of your application will be considered to represent your signature. You may be asked to sign a hard copy of the application at a later date. Please check the signature box and type your name on the signature line below.

Signature _____ Date _____

Employees with access to confidential employee data in PeopleSoft or any other computerized information system sign a data confidentiality agreement acknowledging that the employee understands requirements for protecting confidential employee data.

The most recent CSU, Chico Campus Crime and Security Report is available at http://www.csuchico.edu/up/information/clery_act.html, or by contacting CSU, Chico Police Department at 530-898-5555.

CSU, Chico is an Equal Opportunity/Affirmative Action Employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self-disclose.



INSTRUCTIONS

Complete this optional form using black or blue ink. Section 12333 of the California Government Code permits California State University, Chico to solicit from applicants and/or employees a VOLUNTARY declaration of sex and racial/ethnic group membership. This information will assist us in accurately compiling required statistical reports for federal and state agencies. This document will be placed in a separate CONFIDENTIAL file and no information will be used to discriminate against, or give preference to, any individual in any personnel transaction.

GENERAL INFORMATION

| | | |
|----------------------|--------------------|---------------|
| Applicant Name | Applicant Zip Code | Date |
| Position Applied For | | Recruitment # |

GENDER

Male Female

RACE / ETHNIC HERITAGE

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

2. Regardless of your answer to Question 1, you may select:

- 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
(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 Philippines Islands, Thailand, and Vietnam.)
 - Chinese
 - Japanese
 - Korean
 - Vietnamese
 - Filipino
 - Asian Indian
 - Laotian
 - Cambodian
 - Other Asian
- Black or African American
(A person having origins in any of the black racial groups of Africa.)
- Native Hawaiian or Other Pacific Islander
(A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)
 - Guamanian
 - Samoan
 - Hawaiian
 - Other Native Hawaiian or other Pacific Islander
- White
(A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

REFERRAL INFORMATION

How did you hear about this vacancy? Please choose only one.

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> CSU, Chico Website | <input type="checkbox"/> CSU, Chico HR Office | <input type="checkbox"/> CaJOBS / EDD | <input type="checkbox"/> CSU, Chico Employee |
| <input type="checkbox"/> Chico ER | <input type="checkbox"/> Sacramento Bee | <input type="checkbox"/> San Francisco Chronicle | <input type="checkbox"/> Yuba City/Marysville |
| <input type="checkbox"/> Redding Record Searchlight | <input type="checkbox"/> CSU Careers | <input type="checkbox"/> HERC | <input type="checkbox"/> Other: |



INSTRUCTIONS

If you wish to be notified that your application was not successful, complete this form using black or blue ink.

GENERAL INFORMATION

| | | | |
|------------|---|-----------------|--|
| | ← | Name | <i>Address must fit in the 3 lines to the far left of this box</i> |
| | ← | Address | |
| | ← | City, State Zip | |
| Job Title: | | Recruitment #: | |

HUMAN RESOURCES SERVICE CENTER USE ONLY

Thank you for your interest in employment opportunities at California State University, Chico. We have received and reviewed your application material. Please refer to the box checked below for the status of your application.

- We only consider applications and résumés for positions that are currently open.
- We were unable to forward your application to the hiring department. It was determined you did not meet the following requirements; therefore, you will not be considered for the position.
 - Education Experience Combination of education and experience Complete application material
- The position you applied for has been withdrawn.
- The position you applied for has been filled.
- You were not selected for interview.
- The position you applied for closed on _____ and your application was received on _____. As a late entry, your application will not be considered for this position.
- Other _____

We encourage you to remain informed about current job vacancies by reviewing the postings listed on the Human Resources Service Center's website at <http://www.csuchico.edu/hr/announcements>, or posted in our office. Again, thank you for your interest in employment at California State University, Chico.

The most recent CSU, Chico Campus Crime and Security Report is available at http://www.csuchico.edu/up/clery_report.shtml, or by contacting CSU, Chico Police Department at 530-898-5555.

CSU, Chico is an Equal Opportunity/Affirmative Action Employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self-disclose.