



**CSU, Chico
Research
Foundation**

EMPLOYMENT APPLICATION

PHONE: (530) 898-6811
FAX: (530) 898-6021
www.csuchico.edu/rfdn

Please Print or Type

POSITION APPLYING FOR:

Mailing Address:

CSUC, Building 25
Chico, Ca. 95929-0246

Physical Address:

25 Main Street, Suite 203
Chico

Last Name	First Name	Middle	Home Telephone	Business or Message Phone
Address			City	State
			Zip	

Education

Name and Location of School(s) Attended	Major/Minor	Units/Years Completed	Degree, Diploma or Certificate
1.			
2.			
3.			

Employment Record (List present or most recent job experience first—include Armed Services, non-paid and volunteer work.)

Employer's Name & Address	Type of Business	Phone
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From (Mo/Yr)	Start Salary	<input type="checkbox"/> Full Time	Job Title	Reason For Leaving
To (Mo/Yr)	End Salary	<input type="checkbox"/> Part Time ___%	Supervisor/Title	
<input type="checkbox"/> Temporary				

Job Duties (Describe in detail those similar to the job for which you are applying)

Employer's Name & Address	Type of Business	Phone
---------------------------	------------------	-------

From (Mo/Yr)	Start Salary	<input type="checkbox"/> Full Time	Job Title	Reason For Leaving
To (Mo/Yr)	End Salary	<input type="checkbox"/> Part Time ___%	Supervisor/Title	
<input type="checkbox"/> Temporary				

Job Duties (Describe in detail those similar to the job for which you are applying)

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To (Mo/Yr)	End Salary	<input type="checkbox"/> Part Time ___%	Supervisor/Title	
<input type="checkbox"/> Temporary				

Job Duties (Describe in detail those similar to the job for which you are applying)

Please Turn Over

Qualifications Attach a resume briefly describing how you are qualified for this position by virtue of your interests, aptitudes, education and experience. Where applicable to this position, include: California Drivers License, workshops, night school classes, seminars and similar training activities attended. List specialized skills such as editing for correct grammar; using a calculator or a coin counting machine; compiling regression analyses. Describe any equivalent experience include (volunteer and paid experience).

Typing ___ wpm	Ten-Key: ___ spm	Computer Platforms/Programs :
Other equipment you operate:		Licenses or Certificates:

Please Read Carefully, and Sign Below

Can you, after employment, submit verification of your legal right to work in the United States? Yes No

Are you under 18 years of age? Yes No

If you are under 18 years of age, can you at the time of employment submit a work permit? Yes No

Are You Presently Employed? Yes No

May We Contact Your Present Employer? Yes No

May We Contact your Former Employers? Yes No

Do you have any relatives that work for the CSU, Chico Campus, Associated Students or the Research foundation? Yes No

If Yes, Where?	Who?	Relationship?
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Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes No

If yes, state nature of the crime(s), when and where convicted, and disposition of the case:

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the CSU, Chico Research Foundation to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the CSU, Chico Research Foundation any and all letters, reports and other information related to my work record, without giving me prior notice of such disclosure. In addition, I hereby release the CSU, Chico Research Foundation, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of, or in any way related to, such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during the interview which may be granted, or during my employment, if hired, is intended to create an employment contract between me and the CSU, Chico Research Foundation. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the CSU, Chico Research Foundation, and that no promises or representations contrary to the foregoing are binding on the CSU, Chico Research Foundation unless made in writing and signed by me and the CSU, Chico Research Foundation designated representative.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by The CSU, Chico Research Foundation, I am entitled to copies of any such public records obtained by The CSU, Chico Research Foundation unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

Applicant Signature

Date

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER
 Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of non-job-related medical condition or disabilities. It is the CSU, Chico Research Foundation's policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.



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Chico

Dear Applicant:

As an Equal Opportunity Employer, the CSU, Chico Research Foundation is required by the US Department of Labor to compile summary data on the sex and ethnicity of applicants for positions. For the purpose of statistical analysis only, we are requesting that you complete and return this form. It should be clearly understood that you have the option of supplying or not supplying the information requested below. This information if provided, will neither enhance nor detract from your opportunity for employment with the Research Foundation. Further, information provided on this form will not become a part of any personnel file, nor will it be made available to those making employment decisions.

Position Applied For:		Date:
Sex	Ethnicity (Choose one)	Veteran Status:
Male	American Indian or Alaskan Native <input type="checkbox"/>	Vietnam Era Veteran <input type="checkbox"/>
Female <input type="checkbox"/>	Asian <input type="checkbox"/>	Special Disabled Veteran <input type="checkbox"/>
	Black or African American <input type="checkbox"/>	Other Protected Veteran <input type="checkbox"/>
	Hispanic or Latino (all races) <input type="checkbox"/>	Newly Separated Veteran <input type="checkbox"/>
	Native Hawaiian or Other Pacific Islander <input type="checkbox"/>	
	Two or More Races..... <input type="checkbox"/>	
	White <input type="checkbox"/>	
Do you have any physical or mental limitation, disability or handicap?		
<input type="checkbox"/> No <input type="checkbox"/> Yes , If Yes please explain;		
How did you learn about this vacancy?		
<input type="checkbox"/> Newspaper Advertising (If so which newspaper)?	<input type="checkbox"/> Internet	
<input type="checkbox"/> Flyer (If so where posted)?	<input type="checkbox"/> CSUC Campus Office (If so which office)?	
<input type="checkbox"/> CSUC Campus Faculty/Staff/Administrator (If so whom)?	<input type="checkbox"/> Other	

Thank you for your participation