

POSITION APPLYING FOR:

RECRUITMENT ID:

Last Name	First Name	Middle	Telephone	Email Address
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
From (Mo/Yr)	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____ % <input type="checkbox"/> Temporary	Job Title	Reason For Leaving
To (Mo/Yr)		Supervisor/Title	
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)	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____ % <input type="checkbox"/> Temporary	Job Title	Reason For Leaving
To (Mo/Yr)		Supervisor/Title	
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)	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____ % <input type="checkbox"/> Temporary	Job Title	Reason For Leaving
To (Mo/Yr)		Supervisor/Title	
Job Duties (Describe in detail those similar to the job for which you are applying)			

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 Chico State Enterprises? Yes No

How did you learn about this vacancy?

Newspaper Advertising (if so which newspaper)?	Internet
Flyer (if so where posted)?	CSUC Campus Office (if so which office)?
CSUC Campus Faculty/Staff/Administrator (if so whom)?	Other

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 Chico State Enterprises 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 Chico State Enterprises 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 Chico State Enterprises, 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 Chico State Enterprises. 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 Chico State Enterprises, and that no promises or representations contrary to the foregoing are binding on Chico State Enterprises unless made in writing and signed by me and the Chico State Enterprises designated representative.

If I receive a conditional offer of employment, I understand that Chico State Enterprises may require a criminal history check. If 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 Chico State Enterprises, I am entitled to copies of any such public records obtained by Chico State Enterprises unless I mark the check box below. I understand that I will be given prior notice and an opportunity to respond regarding any criminal history concerns. 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, sexual orientation, National origin, age, disability, genetic information, gender, gender expression, marital status, veteran status, or the presence of non-job-related medical conditions or disabilities. It is Chico State Enterprises' 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.



ENTERPRISES

Summary Data Sheet

Please Print or Type

PHONE: (530) 898-6811
FAX: (530) 898-3391
www.csuchico.edu/cse/
csejobs@csuchico.edu

Mailing Address:
25 Main Street
Chico, CA 95928-5388

Physical Address:
25 Main Street, Suite 203
Chico

Dear Applicant:

As an Equal Opportunity Employer, Chico State Enterprises 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 Chico State Enterprises. 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:
Legal Gender	Ethnicity (Choose one)	Veteran Status:
Male <input type="checkbox"/>	American Indian or Alaskan Native, not Hispanic or Latino. <input type="checkbox"/>	Vietnam Era Veteran <input type="checkbox"/>
Female <input type="checkbox"/>	Asian, not Hispanic or Latino. <input type="checkbox"/>	Special Disabled Veteran <input type="checkbox"/>
<i>Required for Government Reporting</i>	Black or African American, not Hispanic or Latino <input type="checkbox"/>	Other Protected Veteran <input type="checkbox"/>
	Hispanic or Latino <input type="checkbox"/>	Newly Separated Veteran <input type="checkbox"/>
	Native Hawaiian or Other Pacific Islander, not Hispanic or Latino . <input type="checkbox"/>	
	White, not Hispanic or Latino. <input type="checkbox"/>	
	Two or More Races <input type="checkbox"/>	
Do you have any physical or mental limitation, disability or handicap? <input type="checkbox"/>Yes <input type="checkbox"/>No		
If Yes, :		

Thank you for your participation