



APPLICATION FOR EMPLOYMENT
 UNIVERSITY OF CALIFORNIA, SANTA BARBARA
 Human Resources Office-Employment Division
 Santa Barbara, California 93106-3160
 Telephone: (805) 893-3166
 Voice Mail: (805) 893-7261
 Fax Line: (805) 893-8269

**An Equal Opportunity and Affirmative
 Action Employer**

POSITION DESIRED:

Title: _____
 Dept.: _____
 Job No.: _____
 Full Time Part Time

PLEASE TYPE OR PRINT CLEARLY

 LAST NAME FIRST MIDDLE

At what telephone number/e-mail address can we reach you?

 MAILING ADDRESS

(_____) (_____) _____
 HOME WORK

 CITY STATE ZIP

 E-MAIL

Are you currently a career, casual, or contract staff member at UCSB? Yes No If yes, what department(s) _____

Have you been employed by the University of California? Yes No If yes, what campus? _____

Are you currently on lay-off status or subject to recall? Yes No If yes, what department? _____ Date _____

Do you have relatives currently employed at UCSB? Yes No If yes, what department(s) _____

IMMIGRATION INFORMATION If you are not a United States citizen, please complete the following:

Country of Citizenship _____ Country of Birth _____

Country of Permanent Residence _____

Do you have the legal right to accept work in the U.S.? Yes No Not Applicable

What is your Visa status ? _____ Give the dates you can work on your I-94: _____

SKILLS

Skills: Word-processing Computer Software/Hardware _____

Other special skills, languages and licenses pertinent to position desired: _____

Education

School and Location	Degree/Diploma	Major/Minor
G.E.D./High School (last)		
College or University		
Other		

NONDISCRIMINATION AND AFFIRMATIVE ACTION STATEMENT

The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). The University of California is an affirmative action/equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities, and for special disabled veterans, Vietnam-era veterans and any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's equal employment opportunity policies may be directed to the campus at Affirmative Action Office (805) 893-2089.

EXPERIENCE: Present and past employment record (include military service and volunteer work of more than three months duration). List most recent experience first.

From _____ To _____ Total Period _____ Hrs./Wk. _____ Last Salary _____ _____	Employer _____ Address _____ City & State _____ Type Business _____ Immediate Supervisor _____ Phone _____ Reason for leaving _____ _____ May we contact this employer? Yes No	Job Titles & Duties
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I hereby certify that all statements on this application are true and complete to the best of my knowledge . I understand that any falsification of this record may be considered cause for dismissal. I release prior employers (listed on the application and resume) and UCSB from liability in conducting reference checks.

SIGNATURE: _____ DATE: _____

PRIVACY NOTIFICATION STATEMENT

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 information about themselves: The principal purpose for requesting information on the Application for Employment is to evaluate qualifications for employment. University policy and State and Federal statutes authorize the 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 by various University departments for Human Resources administration and will be transmitted to the Federal and State governments if required by law. The Director of Human Resources is responsible for maintaining the information supplied on the employment application form.

APPLICANT INFORMATION FORM

Name _____ **Job #** _____
 Last First Middle Initial

BACKGROUND INFORMATION

Completion of background information is required for all applicants.

Please include all convictions for crimes other than minor traffic violations. If you believe a particular conviction has been expunged from your record, it is your responsibility to verify this with the court. Failure to list all convictions will constitute falsification of your application and may result in your dismissal.

Have you ever been convicted of any crime(s) other than minor traffic violations? Yes No
 If yes, give details below:

Crime(s) Charged: _____ Date: _____
 Police Agency: _____
 Disposition of Case(s): _____

Have you ever been convicted of a crime(s) under another name(s)? Yes No

If yes, please state name(s): _____

SIGNATURE: _____ DATE: _____

AFFIRMATIVE ACTION INFORMATION

In order to comply with Federal requirements for evaluating Affirmative Action Programs and advertising efforts, we ask that you voluntarily complete the sections below.

DECLINE TO STATE	Pakistani/East Indian (R)	BLACK/ AFRICAN AMERICAN, not of Hispanic origin (A)
GENDER: Female Male	Other Asian (X)	WHITE, not of Hispanic origin (F)
ASIAN/PACIFIC ISLANDER	HISPANIC	AMERICAN NATIVE OR ALASKAN NATIVE (C)
Chinese/Chinese-American (2)	Chicano/Mexican/Mexican-American (E)	
Japanese/Japanese-American (B)	Latin-American/Latino (5)	
Filipino/Pilipino (L)	Other Spanish/Spanish-American (W)	

VETERAN STATUS

Veteran of the Vietnam Era (person who served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: a) in the Republic of Vietnam between February 28, 1961 and May 7, 1975 or b) between August 5, 1964 and May 7, 1975 in all other cases)

Other eligible Veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized

RECRUITMENT SOURCE

UCSB Job Bulletin/Web site (04) UCSB Employment Workshop (37)
 Santa Barbara News-Press (07) Referral by UC Employee (12)
 Publication advertisement, specify: _____
 Other, please state: _____

PRIVACY NOTIFICATION STATEMENT

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply personal information about themselves. (1) The principal purpose for requesting the information on this form is to comply with the following Federal requirements: (i) Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; (ii) Revised Order No. 4 Affirmative Action Programs, issued pursuant to Executive Order 11246; (iii) the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended; and (iv) Section 503 of the Rehabilitation Act of 1973. (2) The information supplied on this form is used for required aggregated workforce data reporting to the federal government and for the administration of campus equal employment opportunity/affirmative action and human resources programs. The information will be given to government agencies responsible for civil rights laws if these agencies request such information, or as otherwise required by law. 3) Furnishing the Affirmative Action Information requested on this form is voluntary. There is no penalty for not completing the Affirmative Action Information Form. 4) Individuals have the right to review their own records in accordance with University personnel policies and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus or Office of the President human resources and academic personnel offices. 5) The office responsible for maintaining the information supplied on the form is the UCSB Affirmative Action Office.