



**STATEMENT OF PROFESSIONAL PREPARATION AND EXPERIENCE**

**San José State**  
UNIVERSITY

**JOB APPLYING FOR (JOID) # if applicable:** \_\_\_\_\_

**PERSONAL INFORMATION**

NAME: LAST, FIRST MIDDLE INITIAL	TITLE: Dr., Mr., Mrs., Ms.
PREVIOUS NAMES: LAST, FIRST MIDDLE INITIAL	
ADDRESS: NUMBER, STREET, APARTMENT, CITY, STATE, ZIP CODE	
MAILING ADDRESS (if different from above)	
TELEPHONE NUMBERS:	
HOME (        )	WORK (        )
BIRTH DATE (optional):	MESSAGE (        )
	SOCIAL SECURITY NUMBER (optional) :
E-MAIL:	

**GENERAL INFORMATION**

HAVE YOU EVER TAUGHT AT SJSU? <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE OF LAST APPOINTMENT:
If hired, you will be required to furnish proof that you are legally authorized to work in the United States. Can you furnish such proof? <span style="float:right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
PLEASE BE ADVISED THAT SJSU DOES NOT SPONSOR H-1B VISAS FOR LECTURERS.	
ARE YOU WORKING FOR ANOTHER PUBLIC AGENCY AND CONTRIBUTING TO A RETIREMENT PLAN e.g. PERS, STRS? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name of retirement system: _____	

**EDUCATIONAL HISTORY (including high school, college or university and other schools in special subjects):**

DEGREE AWARDED (please circle below)	INSTITUTION NAME & ADDRESS STREET, CITY, STATE, ZIP CODE	Dates Attended From - To	Degree Conferred Mo. /Yr.	Major
PhD, EdD, DMA, DSW, JD, Other _____				
MA, MS, MFA, MBA, MLS, Other _____				
BA, BS, Other _____				
AA, AS, Other _____				
High School				

**RELEVANT EMPLOYMENT HISTORY**

(Start with most recent position first. Please do not attach a resume in lieu of completing section.)

Employer, Address & Phone Number	Dates From To	Supervisor Name (may we contact your previous supervisor) <input type="checkbox"/> Yes <input type="checkbox"/> No	Title (for academic positions, indicate rank & whether tenure track, tenured or temporary)	Duties & Reason for Leaving
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		

**CRIMINAL HISTORY**

Have you ever been convicted of a felony?  Yes  No

Have you within the past five years been convicted of a misdemeanor that resulted in incarceration?  Yes  No

Have you been arrested for any criminal offense for which you are out on bail, or on your own recognizance, pending trial?  Yes  No

Please list all convictions for a felony, or misdemeanor within the last five years. A conviction will not necessarily disqualify you as an applicant for employment. Each case is considered on its individual merits.

Date of Conviction	Felony or Misdemeanor	Location of Conviction (City & State)	Describe Nature of Offense

I certify that the answers I have given and the materials I have submitted with the application for this position are true and correct and that I have not knowingly withheld any facts or circumstances. I understand that all answers given in my application for employment are subject to verification and that should I be employed at the campus, any misrepresentation or omission of facts in this application may be sufficient reason for dismissal. The application materials include this document and any other materials submitted.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SAN JOSE STATE UNIVERSITY**  
**One Washington Square**  
**San Jose, CA 95192-0021**

**PRIVACY NOTIFICATION FOR EMPLOYEES OR APPLICANTS FOR EMPLOYMENT**

The Information Practices Act of 1977 requires that we supply the following information when we request that you give information about yourself in connection with your employment at San Jose State University.

The University is authorized to collect and maintain the information requested from you by provisions of the Donahue Higher Education Act (Sections 66600, 66606, 89030, 89500); the California Records Management Act (Government Code 14740 *et seq.*); Education Code Section 89546; Title 5 California Administrative Code, Sections 42704(m) and 42396 through 42396.5; and the CSU Office of Faculty and Staff Affairs Memorandum FSA 78-38. A social security number is requested as authorized in the Internal Revenue Code and the Social Security Act.

The information you supply will be used by appropriate CSU officials, committees or staff in making determinations with respect to your appointment, assignment, retention, tenure, promotion or employment benefits. A social security number is used to provide proper identification and filing, and in various reports required by law or policy. Some of the information may be transferred to other state or federal agencies as required or authorized by law, such as the State Controller (for payroll purposes), PERS and the Social Security Administration (for retirement and other benefits) the State Employment Development Department (for possible unemployment credits), and to the Franchise Tax Board and the Internal Revenue Service (for income tax purposes). All of the information you supply will be maintained in University files and will not be disclosed to other persons, agencies or organizations except with your consent or as otherwise authorized by law.

You have a right of access to University records containing non-confidential information regarding your employment. The Associate Vice President for Faculty Affairs is the University official responsible for the personnel records of academic employees, the Associate Vice President for Human Resources is responsible for the personnel records of all other employees, and is responsible for the University payroll records. They can be reached at the University's address (above) and their phone numbers, respectively, are: 408/924-2450, and 408/924-2250.