

**APPLICATION FOR WORK STUDY OR STUDENT  
ASSISTANT POSITION**  
HUMAN RESOURCES

Human Resources | One Washington Square | San José, CA 95192-0046 | 408-924-2250 408-924-1701 (fax)

**Instructions:** Please print using blue or black ink pen. Submit to hiring department designee. Hiring department – this is for your internal use only. Do not turn in to HR.

GENERAL INFORMATION				
Position Applying for:			Department:	
Last Name:	First Name:	Middle Initial:	Home/Message Phone:	
Mailing Address:			Year in school <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/> GRAD	
City:	State:	Zip:	Major:	Expected Graduation Date:
1. Are you 18 years of age or older? If "NO", a work permit is required at the time of employment. <input type="checkbox"/> YES <input type="checkbox"/> NO				
2. Do you have relatives who work for SJSU? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES", provide information to the right.			Name:	
			Department:	
			Relationship:	
3. Have you ever been employed at SJSU? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES", check status and provide			Dates of Employment:	
			<input type="checkbox"/> Student Assistant-Department:	
4. Have you been convicted of a misdemeanor or felony as an adult (18 or older)? <input type="checkbox"/> YES <input type="checkbox"/> NO				
If "YES", please list circumstances and date. Exclude minor traffic and other convictions, which have been judicially dismissed, expunged, sealed, or eradicated. Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.				
5. Are you currently eligible for the Federal Work-Study Program (if applicable)? <input type="checkbox"/> YES <input type="checkbox"/> NO				

SKILLS AND ABILITIES				
Typing Speed (WPM):	Application/Software Used			
Word Processing		Some Exp <input type="checkbox"/>	Competent <input type="checkbox"/>	Expert <input type="checkbox"/>
Spreadsheet		Some Exp <input type="checkbox"/>	Competent <input type="checkbox"/>	Expert <input type="checkbox"/>
Database		Some Exp <input type="checkbox"/>	Competent <input type="checkbox"/>	Expert <input type="checkbox"/>
Internet/Web		Some Exp <input type="checkbox"/>	Competent <input type="checkbox"/>	Expert <input type="checkbox"/>
Programming Languages		Some Exp <input type="checkbox"/>	Competent <input type="checkbox"/>	Expert <input type="checkbox"/>
Computer Operating Systems		Some Exp <input type="checkbox"/>	Competent <input type="checkbox"/>	Expert <input type="checkbox"/>
Other		Some Exp <input type="checkbox"/>	Competent <input type="checkbox"/>	Expert <input type="checkbox"/>

LICENSES AND CERTIFICATES: Complete this section only if license/certificate is required for the position.		
Do you have a valid California Driver's License? <input type="checkbox"/> YES <input type="checkbox"/> NO		Other Licenses and Certificate:
License No:	Expiration Date:	

AVAILABLE WORK HOURS				
Monday	Tuesday	Wednesday	Thursday	Friday
Date available to start work:			Hours available per week:	

<b>EMPLOYMENT HISTORY:</b> List all employment within the last three years. Military or volunteer experience may be included		
<b>1. EMPLOYER:</b>	Job Title and Department	Average Hours Per Week
Employer's Address	Last Salary/Payment Basis	Dates of Employment (Mo/Yr)
Immediate Supervisory/Telephone No. May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Leaving:	
Job Duties:		
<b>2. EMPLOYER:</b>	Job Title and Department	Average Hours Per Week
Employer's Address	Last Salary/Payment Basis	Dates of Employment (Mo/Yr)
Immediate Supervisory/Telephone No. May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Leaving:	
Job Duties:		
<b>1. EMPLOYER:</b>	Job Title and Department	Average Hours Per Week
Employer's Address	Last Salary/Payment Basis	Dates of Employment (Mo/Yr)
Immediate Supervisory/Telephone No. May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Leaving:	
Job Duties:		

<b>REFERENCES:</b> List at least three persons not related to you who can attest to your professional abilities. Do not list family members or personal friends.		
<b>1. Name</b>	Occupation	Telephone No.
<b>2. Name</b>	Occupation	Telephone No.
<b>3. Name</b>	Occupation	Telephone No.

**PLEASE READ CAREFULLY BEFORE SIGNING:**

I hereby certify that all statements made on this application and all other documents I may have submitted in support of my application are true and complete to the best of my knowledge. I understand that my stated pre-employment qualifications are subject to verification and I hereby authorize the University to confirm any information provided. I understand that any falsification of my application materials may be cause for disqualification from further consideration or termination, if such information is determined after employment. If selected for employment, I agree to be fingerprinted, if required for the position. I understand that as a condition of employment, U.S. citizens are required to sign the State of California's "Oath of Allegiance" and non-U.S. citizens are required to sign the "Declaration of Permission to Work." SJSU only hires individuals lawfully authorized to work in the U.S. If hired, I agree to provide proof of my identity and work authorization as required by the Immigration Reform and Control Act of 1986.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date