

## University Library Application for Student Employment

**Instructions:** Visit the Career Services website at <http://career.sonoma.edu> for a list of current job openings. For information regarding employment eligibility, maximum hours and other information, visit the Student Employment website at [hr.sonoma.edu](http://hr.sonoma.edu). To be eligible to work on campus as a student assistant, you must be currently enrolled in classes at Sonoma State University. If you are applying for a summer job, you must be enrolled for the fall semester. Your application will be held for one semester. As positions become available, you may be contacted for an interview. You may attach a resume to this application, if you wish. If you have any questions about this application contact Jonathan Smith at [jonathan.smith@sonoma.edu](mailto:jonathan.smith@sonoma.edu) or 707-664-4077. Return your completed application to:

**Information Check-Out Desk; University Library; Sonoma State University**  
1801 E. Cotati Avenue, Rohnert Park, CA 94928

EMPLOYMENT INTEREST	
Position for which you are applying:	

ENROLLMENT STATUS AT SSU	
Student ID#:	Are you enrolled at SSU? <input type="checkbox"/> Yes <input type="checkbox"/> No
Current/Upcoming Semester:	Number of current/upcoming semester units?
Have you been awarded Work Study funds? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount of Award: \$
Major:	

PERSONAL DATA				
Name: (Last)		(First)	(Middle)	
Address:			Telephone: ( ) -	
City:	State:	Zip Code:	Email Address:	Alternate Telephone: ( ) -
Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	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? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been employed by Sonoma State University, including current or prior Student Assistant positions? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, which department(s)?			Position(s) held:	
Dates:				

WORK AVAILABILITY			
Please list all times you are available to work each day. Include both start and end times for each period of time you are available.			
	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

SKILLS PROFILE					
COMPUTER					
	Advanced	Intermediate	Beginner	Software Used	Hardware Used
Word Processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Spreadsheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Internet/Web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Graphics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other Skills:					

### EMPLOYMENT HISTORY

List all employment activity including volunteer work, starting with your most recent positions. If more space is needed, attach an additional sheet with all of the details listed below.

<i>Dates (month &amp; year)</i> From: _____ To: _____	<i>Name of Employer:</i>	<i>Your Title:</i> <i>Duties:</i> _____
<i>Total Years Worked:</i>	<i>Address:</i>	
<i>Starting Salary:</i> \$	<i>City, State, &amp; Zip Code:</i>	
<i>Ending Salary:</i> \$	<i>Telephone Number:</i> (    )    -	<i>Reason for leaving or wishing to leave:</i>
<i>Name and Title of Immediate Supervisor:</i>		<i>May we contact this employer?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Dates (month &amp; year)</i> From: _____ To: _____	<i>Name of Employer:</i>	<i>Your Title:</i> <i>Duties:</i> _____
<i>Total Years Worked:</i>	<i>Address:</i>	
<i>Starting Salary:</i> \$	<i>City, State, &amp; Zip Code:</i>	
<i>Ending Salary:</i> \$	<i>Telephone Number:</i> (    )    -	<i>Reason for leaving or wishing to leave:</i>
<i>Name and Title of Immediate Supervisor:</i>		<i>May we contact this employer?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Dates (month &amp; year)</i> From: _____ To: _____	<i>Name of Employer:</i>	<i>Your Title:</i> <i>Duties:</i> _____
<i>Total Years Worked:</i>	<i>Address:</i>	
<i>Starting Salary:</i> \$	<i>City, State, &amp; Zip Code:</i>	
<i>Ending Salary:</i> \$	<i>Telephone Number:</i> (    )    -	<i>Reason for leaving or wishing to leave:</i>
<i>Name and Title of Immediate Supervisor:</i>		<i>May we contact this employer?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No

### OTHER REQUIRED INFORMATION

Have you ever been convicted of any crime as an adult (excluding traffic violations other than felonies)? A conviction includes a plea, verdict, or finding of guilt, regardless of whether sentence is imposed by the court. (Note: A conviction will not necessarily disqualify an applicant from employment. You need not provide information about marijuana possession convictions for a violation of Health and Safety Code Sections 11357(b) or (c), 11360(c), or Section 11364, 11365, or 11550 that occurred more than two years ago.)  
 Yes  No If yes, explain:  
 Have you been arrested for any criminal offense for which you are out on bail, or on your own recognizance, pending trial?  
 (Note: the employer cannot use such an arrest as a basis to deny employment, unless the person is convicted.)  
 Yes  No

### APPLICANT STATEMENT

I certify that the answers I have given in the materials I have submitted in 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.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_