

**STUDENT EMPLOYMENT APPLICATION**  
**Human Resources & Employment Equity Form 240**  
**Cal Poly, San Luis Obispo**

**NOTICE: All Student Employees Are Required To Present An Original Social Security Card When Signing Employment Documents In The Payroll Services Office, Adm. 107**

<b>Position Applying For:</b>		<b>Department:</b>	
<b>Name:</b>		<b>Social Security No.:</b>	
<b>Local Address:</b>		<b>Permanent Address:</b>	
<b>City/State/Zip:</b>		<b>City/State/Zip:</b>	
<b>Local Phone: (805)</b>		<b>Driver's License No.:</b>	
<b>Major:</b>	<b>Year in School:</b>	<b>Expected Graduation Date:</b>	<b>Hours Available per Week:</b>

**Please answer the following questions:**

**1) Have you ever been convicted for any offense other than minor traffic violations?**

**\*Yes\_\_\_\_\_ No\_\_\_\_\_**

**\*If Yes, please describe:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2) Can you submit proof of age at time of employment?**

**Yes\_\_\_\_\_ No\_\_\_\_\_**

**3) Are you a U.S. Citizen?**

**Yes\_\_\_\_\_ \*No\_\_\_\_\_**

**\*If No, you will be required to present your Resident Alien Card or a valid passport and visa with accompanying I-20.**

**AVAILABLE WORK HOURS**

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>7:00</b>					
<b>8:00</b>					
<b>9:00</b>					
<b>10:00</b>					
<b>11:00</b>					
<b>12:00</b>					
<b>1:00</b>					
<b>2:00</b>					
<b>3:00</b>					
<b>4:00</b>					
<b>5:00</b>					

DATES OF EMPLOYMENT		EMPLOYMENT HISTORY	
Resumes may be included; however, the <u>employment portion</u> of the application <u>must be completed</u> . List any promotions as a separate job.			
<b>From:</b>	Name of Employer:	Phone (    )	
<b>Mo.</b>	<b>Yr.</b>	Address:	
	Duties:		
<b>To:</b>			
<b>Mo.</b>	<b>Yr.</b>	Reason for Leaving:	
<b>From:</b>	Name of Employer:	Phone (    )	
<b>Mo.</b>	<b>Yr.</b>	Address:	
	Duties:		
<b>To:</b>			
<b>Mo.</b>	<b>Yr.</b>	Reason for Leaving:	
<b>From:</b>	Name of Employer:	Phone (    )	
<b>Mo.</b>	<b>Yr.</b>	Address:	
	Duties:		
<b>To:</b>			
<b>Mo.</b>	<b>Yr.</b>	Reason for Leaving:	
<b>Special Training/Additional Qualifications</b>			

REFERENCES		
<b>Name:</b>	<b>Title:</b>	<b>Phone (    )</b>
<b>Address/City/State/Zip:</b>		
<b>Name:</b>	<b>Title:</b>	<b>Phone (    )</b>
<b>Address/City/State/Zip:</b>		
<b>Name:</b>	<b>Title:</b>	<b>Phone (    )</b>
<b>Address/City/State/Zip:</b>		

**PLEASE READ CAREFULLY BEFORE SIGNING:**

I understand that I am required to sign the State Employee's Oath of Allegiance swearing (or affirming) my support of the Constitution of the United States and the State of California (**non-citizens are exempt**) if I accept employment at Cal Poly, San Luis Obispo.

I hereby certify that I will sign the Oath of Allegiance and that all statements on this application are true and complete to the best of my knowledge and belief. I fully understand and meet the eligibility criteria for student employment. I understand that any falsification of the above record may be considered cause for termination and that Cal Poly only hires individuals lawfully authorized to work in the United States.

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

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