

# STUDENT EMPLOYMENT APPLICATION FORM



**PURPOSE:** The purpose of this form is to enable the recipient to apply for open student worker positions.

**INSTRUCTIONS:** This form is to be filled out completely and accurately by the recipient and submitted to those departments for whom you desire to work. Human Resources department also needs a copy of this completed form.

**(PLEASE PRINT OR TYPE AND CHECK APPROPRIATE CIRCLES)**

## POSITION INFORMATION

For what position are you applying? \_\_\_\_\_ Application Date \_\_\_\_\_  
Mo Day Year

Department/Division \_\_\_\_\_ How many hours per week? \_\_\_\_\_

Have you ever been employed with CBU before?  Yes  No If Yes, please give dates: \_\_\_\_\_/\_\_\_\_\_

Verification of eligibility to work in the United States will be required as a condition of employment in the position. This includes completion of INS I-9 form and verification of identification documents.

Can you provide these documents?  Yes  No

## PERSONAL INFORMATION

Last Name First Middle Initial Social Security Number

8432 Magnolia Ave \_\_\_\_\_ Riverside CA 92504  
**On Campus** Address (if applicable) **Campus Box Number** City State Zip

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ @calbaptist.edu  
Home Phone /with area code Cell Phone /with area code CBU Email Address

**Permanent** Street Address: Number and Street City State Zip

Person to notify in an Emergency: Last Name First Name (\_\_\_\_\_) \_\_\_\_\_  
Phone /with area code

Student ID # \_\_\_\_\_ Are you currently enrolled at CBU?  Yes  No

Academic Major \_\_\_\_\_ Year in School/Completed Units \_\_\_\_\_

Other on-campus involvement (FOCUS, RA, ASCBU, etc.) \_\_\_\_\_

## WORK AVAILABILITY

Please give your 24 hour work availability for each day

Monday: \_\_\_\_\_

Friday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Sunday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Continue to reverse side

Are you able to work during summer break (yes or no): \_\_\_\_\_

**EMPLOYMENT HISTORY**

Please give accurate, complete full-time and part-time employment history for the **past 10 years**. **Résumé may not be substituted for this application.** Include any position-related military service assignments and volunteer activities. Organizations which indicate race, color, gender, national origin, handicap or other protected status may be excluded.

1. <b>EMPLOYER</b> (Present or Last) <span style="float: right;">May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
Name of Employer _____		Job Title _____
Street _____	City _____	Zip _____
Area Code _____ Telephone _____	Name of Supervisor _____	
Describe work performed: _____ _____ _____		Reason for Leaving: _____ _____ _____
2. <b>EMPLOYER</b> (Present or Last) <span style="float: right;">May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
Name of Employer _____		Job Title _____
Street _____	City _____	Zip _____
Area Code _____ Telephone _____	Name of Supervisor _____	
Describe work performed: _____ _____ _____		Reason for Leaving: _____ _____ _____

**APPLICANT'S AGREEMENT CLAUSE AND SIGNATURE**

I understand that my Student Application for Employment will not be seriously considered, if it is considered by California Baptist University to be significantly incomplete. The information provided in this application is true, correct, and complete to the best of my knowledge. I understand the position for which I am applying is a student worker position and does NOT have employee benefits. I agree to receive my earned wage either semi-monthly or by stipend at the option of the university. I understand and agree that I could receive my last and final paycheck by USPS mailed to my permanent address listed on the reverse side of this form or an updated address on record. I understand that if hired, I may not begin work without first submitting a completed Student Employee Checklist with accompanying documents to the Human Resources Office. I understand and agree that, if employed, either CBU or I will be free to terminate the employment relationship at any time, with or without cause and with or without notice.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mo. Day Year

Signature \_\_\_\_\_