



# Non-student Employment Application

POSITION APPLIED FOR \_\_\_\_\_

1 Harpst Street, Arcata, California 95521 • 707.826.4878

DATE \_\_\_\_\_

## Personal Information

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ APT # \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-MAIL \_\_\_\_\_

EMERGENCY CONTACT: NAME \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ALT. PHONE (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

- Are you eligible for employment in the United States?  Yes  No
  - Have you ever been a member of CalPERS, or have been employed by another California State Agency, Campus, or Public Agency? Yes  No
- IF YES, name of employer: \_\_\_\_\_ Separation Date: \_\_\_\_\_

## Education

SCHOOL NAME	LOCATION	UNITS OR GRADE LEVEL COMPLETED	DEGREE / CERTIFICATE RECEIVED	MAJOR / AREA STUDIED

## Skills, Licenses & Training

*Please list any specialized skills you possess relating to the position you are applying. Examples include food preparation, customer service, accounting/bookkeeping, supervising, software programs, etc.*

**Continued on the next page →**

## Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. If you would like to include additional employment history, please attach it on a separate page.

FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	CITY STATE ZIP
IMMEDIATE SUPERVISOR & TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
REASON FOR LEAVING			
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JOB TITLE		ADDRESS	CITY STATE ZIP
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REASON FOR LEAVING			

• May we contact your present employer?  Yes  No

**Continued on the next page →**

**References (work-related preferred)**

NAME	TELEPHONE	YEARS KNOWN

- *It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of his application and/or separation from the employer's service if I have been employed.*
- *I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.*
- *The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law. I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.*

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_