CALIFORNIA STATE UNIVERSITY, STANISLAUS

Human Resources Office ♦ One University Circle ♦ Turlock, California ♦ 95382

Phone (209) 667-3351 ♦ Fax (209) 664-7011♦ www.csustan.edu/HR

**MANAGEMENT EMPLOYMENT APPLICATION PACKET**

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**INFORMATION FOR MANAGEMENT JOB APPLICANTS**

Thank you for considering CSU, Stanislaus for employment. Following is a brief overview of the application and hiring process used on campus for management positions. If you have any questions after reading this information, please feel free to call the Human Resources Office.

* **All applications should be submitted to the Search Committee as per the instructions on the job announcement.** The Search Committee will then screen the applications. Applicants whoare determined to be the most qualified for the position will be contacted for aninterview. Applicants who are not selected for an interview will receive writtennotification.
* **The Voluntary Self-Identification Forms for Applicants should be submitted separately to Human Resources, and not to the Search Committee.** Please see page six (6) of this packet for directions.
* **Applications for employment are only accepted for vacant positions as they occur.** A separate complete application package must be submitted for each position vacancy. Application packets may be picked up in the Human Resources Office, located on the third floor of the Mary Stuart Rodgers Educational Gateway Building, room 320; or you may call (209) 667-3351 and leave your name, address and the job title to have a packet mailed to you. You may also visit our web site at <http://www.csustan.edu/hr/> for job announcements and employment application packets.
* **To allow for accurate review and consideration, your application must provide a complete and detailed description of your work experience.** When a certain number of years of experience isspecified as a job qualification, the *full-time equivalent* is required. For example, someone who hasfour years of half-time experience is considered to have two years full-time equivalent. It is to yourbenefit to be as thorough as possible because this information will be used to determine if you meetthe qualifications for the position. In addition to your complete application, a resume and/or letters ofrecommendation may be attached, even if they aren’t required.
* Before making a formal job offer, reference checks will be conducted. Those applicants interviewed and not selected for the position will receive a letter of notification to that effect.
* It is the intent of CSU Stanislaus to hire only persons authorized to work in the United States. To comply with the Immigration Reform and Control Act of 1986, *employees* must provide proof of identity and authorization to work in the United States. Please do not include this confidential documentation in the application package, as it will be required only at the time of hire. Fingerprinting is also required for all positions.
* Any person with a disability who needs accommodations during any phase of the recruitment process is encouraged to contact the Human Resources Office in advance.
* NOTE: All application materials become the property of California State University, Stanislaus, and, unless specified otherwise, will not be returned to the applicant. Retain original letters of recommendation and certificates for your files and submit copies only.

Equal Employment Opportunity

* The university is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. You can learn more about federal equal employment opportunity protections by accessing the Department of Labor’s notices:

<http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf> <http://www.dol.gov/ofccp/regs/compliance/posters/pdf/Supplement_English.pdf>

* Individuals with disabling conditions who require accommodation during the recruitment process may contact the ADA Coordinator at (209) 667-3159.
* In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Mandated Reporter Per CANRA

* The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse And Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Clery Act Disclosure

* In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, crime report statistics are available at:

<http://www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html>

Criminal Background Clearance Notice

* The university requires a criminal and child abuse background check to be completed for many of its new employees, current employees seeking promotional or transfer opportunities, and current employees assigned new duties. Failure to consent to a background check will disqualify an applicant from further consideration. Additionally, an applicant who fails to provide the necessary information or who provides false or misleading information may also be disqualified from further consideration. Later discovery of false or misleading information related to the background check may subject the employee to disciplinary action, up to and including termination.

*California State University, Stanislaus*

*Human Resources*

*One University Circle*

*Turlock, California 95382*

**APPLICATION FOR EMPLOYMENT**

*Position Title*

(PLEASE TYPE OR PRINT)

|  |  |  |  |
| --- | --- | --- | --- |
| **P**  **E**  **R**  **S**  **O**  **N**  **A**  **L** | Last Name | First | Middle |
| Street Address | | Primary Telephone  (     ) |
| City, State, Zip | | Alternate Telephone  (     ) |
| Email Address | | |
| Are you able to perform the essential functions of the job for which you are applying?  Have you ever worked for the State of California?  If yes, list agency & dates:  Were you ever a member of PERS? If yes, did you withdraw your contributions?  Do you have any relatives working on campus? If yes, list names:  Relation:       Dept:  When can you start work?       Full-Time  Part-Time  (Hours desired:     )  Have you ever been discharged from a position? If yes, please explain: | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **E**  **D**  **U**  **C**  **A**  **T**  **I**  **O**  **N** | **Name and Location of School** | **Specialty or Major** | **Degree earned** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **S**  **K**  **I**  **L**  **L**  **S** | List any special skills/training relevant to the position for which you are applying |
|  |

**EMPLOYMENT HISTORY**

(List most recent first. Please complete in its entirety & attach resume.)

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | Company Name | Name of Supervisor | Supervisor Telephone  (     ) |
| Address | | Employed From-To (MM/DD/YY)    /  /      - |
| Job Title:  Duties: | | Salary       Per |
| FT  PT  Hrs     /week |
| Reason for Leaving |

|  |  |  |  |
| --- | --- | --- | --- |
| **2** | Company Name | Name of Supervisor | Supervisor Telephone  (     ) |
| Address | | Employed From-To (MM/DD/YY)    /  /      -   /  / |
| Job Title:  Duties: | | Salary       Per |
| FT  PT  Hrs     /week |
| Reason for Leaving |

|  |  |  |  |
| --- | --- | --- | --- |
| **3** | Company Name | Name of Supervisor | Supervisor Telephone  (     ) |
| Address | | Employed From-To (MM/DD/YY)    /  /      -   /  / |
| Job Title:  Duties: | | Salary       Per |
| FT  PT  Hrs     /week |
| Reason for Leaving |

Please use additional sheets for additional employers. We may contact the employers listed above unless you indicate those you do not want us to contact.

DO NOT CONTACT: Employer Number(s)  Reason:

**ADDITIONAL REFERENCES**

List only individuals familiar with your work-related qualifications.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Company** | **Job Title** | **Phone** | **Email** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

I affirm that all answers and statements in this application for employment are complete and true to the best of my knowledge and belief. I understand that any false statement or omission may be cause for rejection of my application or for my discharge after appointment. I understand that fingerprinting will be required if I am selected for employment and that continued employment is contingent upon successful completion of a background check. I authorize the release of reference information from individuals familiar with my educational and work background to CSU Stanislaus. I understand this information is considered confidential and the content of any reference will not be made available to me. **I ALSO UNDERSTAND THAT IF HIRED, I MUST PROVIDE DOCUMENTATION ATTESTING TO MY IDENTITY AND LEGAL RIGHT TO WORK IN THE UNITED STATES, AS REQUIRED BY THE IMMIGRATION REFORM AND CONTROL ACT OF 1986.**

Signature of Applicant Date:

**Note: Offers of employment are contingent upon willingness to sign the loyalty oath.**

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**California State University, Stanislaus**

**One University Circle - Turlock, CA 95382**

**Voluntary Self-Identification Forms for Employment Applicants**

The university is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status.

As a federal contractor, we are committed to attracting a diverse applicant pool. The forms below have been developed to assist us in monitoring the effectiveness of our recruitment efforts, and in collecting data that is required for compliance with State, Federal and University reporting requirements. These forms, and any data submitted on the form, will be kept separate from your application and resume and will not be accessible by anyone involved with making recommendations or decisions regarding selection or hiring for this position. While your reply will be most helpful to us in reporting accurate data, completing this form is entirely voluntary.

Please consider completing the attached self-identification forms. The forms are not shared with the search committee.

**Instructions:**

1. **Please complete the forms** **at the links below.**

Voluntary Self-Identification of Disability: <http://calstate.edu/HRAdm/pdf2014/TL-EEO2014-01AttA.pdf>

Voluntary Self-Identification Form for Applicants: <http://calstate.edu/HRAdm/pdf2014/TL-EEO2014-01AttD.pdf>

1. **Save the forms to your desktop and send them to Veronica Taylor, Recruitment & Employment Specialist, using one of the methods below:**

|  |  |  |
| --- | --- | --- |
| Email: | Mail: | Fax: |
| [**vtaylor@csustan.edu**](mailto:vtaylor@csustan.edu) | **California State University Stanislaus**  **Human Resources**  **One University Circle**  **Turlock CA 95382** | **(209) 664-7011** |

1. **Please do not submit the Voluntary Self-Identification forms with your application directly to the search committee.**