California State Polytechnic University, Pomona
3801 West Temple Avenue, Pomona, CA 91768

University Housing Services

Telephone: 909/869-3309 Fax: 909/869-3985

Student Employment Application Form

Please print or type

DATE ____________________________ Bronco I.D. # ________________________________

LAST NAME ___________________ FIRST NAME ___________________________ M.I. _______

PERMANENT ADDRESS______________________________________________________________

CITY ______________________________ ZIP________________________

E-MAIL ADDRESS ___________________________ Cell Phone (______) ____________________

ACADEMIC STATUS: _____ FRESHMAN _____ SOPHOMORE _____ JUNIOR _____ SENIOR

MAJOR ______________________________________________________________

EXPECTED YEAR OF GRADUATION ____________ No. of Units _____________ GPA ____________

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

NAME _______________________________ RELATIONSHIP ______________________________

ADDRESS __________________________________________________ PHONE NO. __________________

POSITION DESIRED __________________________________________________________

What makes you the best candidate for this position?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

WORK AVAILABILITY SCHEDULE

QUARTER: _____ FALL _____ WINTER _____ SPRING _____ SUMMER

PLEASE “X” THE DAYS AND HOURS YOU ARE AVAILABLE TO WORK

<table>
<thead>
<tr>
<th>TIME</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
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</table>
# EMPLOYMENT RECORD

(please list present and/or most recent experience or attach resume)

<table>
<thead>
<tr>
<th>Dates mo/yr.</th>
<th>Firm Name and Address</th>
<th>Position Title</th>
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</thead>
<tbody>
<tr>
<td>From To</td>
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</table>

## Ending Salary

__________________________

## Reason For Leaving

_______________________________________________________________________________________________________

## Duties

_______________________________________________________________________________________________________

_______________________________________________________________________________________________________

## No. Hrs. Per Week

__________________________

## May we contact the employer?  _____ Yes  _____ No

Phone No. (________)  __________________________

<table>
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## Ending Salary

__________________________

## Reason For Leaving

_______________________________________________________________________________________________________

## Duties

_______________________________________________________________________________________________________

_______________________________________________________________________________________________________

## No. Hrs. Per Week

__________________________

## May we contact the employer?  _____ Yes  _____ No

Phone No. (________)  __________________________

Please rate yourself on the following **Skills/Attributes** using the following scale:

<table>
<thead>
<tr>
<th>4</th>
<th>Exceptional</th>
<th>3</th>
<th>Strong</th>
<th>2</th>
<th>Moderate</th>
<th>1</th>
<th>Low</th>
</tr>
</thead>
</table>

**Interpersonal Skills**

___ Conflict Management  
___ Sensitivity to needs of others  
___ Customer Service  
___ Teamwork  
___ Multi-task

**Technical Skills**

___ Word  
___ Excel  
___ Power Point  
___ Illustrator

**Competencies**

___ Acquiring/integrating information  
___ Leadership  
___ Time Management  
___ Written/Oral Communication

**Personal Attributes**

___ Professionalism  
___ Work Ethic  
___ Integrity  
___ Initiative  
___ Dependability

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**SIGNATURE AND CERTIFICATION**

I hereby certify that the information contained in this application and all supplemental support documents is accurate and truthful to the best of my knowledge and belief. I understand the misstatement or omission of pertinent facts or information may disqualify me from employment consideration with Cal Poly Pomona and if hired, may be grounds for dismissal. I authorize Cal Poly Pomona to investigate any information contained in this application and support documents in consideration for employment. I authorize my former employers or persons named above to give any information they may have regarding my employment, whether on record or not. I hereby release said companies, schools, or persons from all liability for any damage whatsoever for issuing this information. If hired I will comply with all orders, rules and regulations of Cal Poly Pomona.

I agree that during my employment with University Housing Services, I will not be employed with any other on-campus department at Cal Poly Pomona or Cal Poly Pomona Foundation.

I understand that my employment is at will and can be terminated with or without prior cause or notice at any time at the option of Cal Poly Pomona or myself. My signature is evidence that I have read and agree with the above statements.

Applicant’s Signature ___________________________________________ Date _____________________