



Mail Stop: 37 ADM  
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Bakersfield, California 93311-1022

(661) 654-2266  
(661) 654-2299 FAX  
(TDD/TTY) dial 711

[www.csub.edu/bas/hr/auxiliary\\_SPA/index.html](http://www.csub.edu/bas/hr/auxiliary_SPA/index.html)

~ If you need a reasonable accommodation to participate in the interview process, please call (661) 654-2266.

<b>POSITION APPLYING FOR:</b>
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Last Name	First Name	Middle	Home Telephone (   )   (   )	Business or Message Phone (   )   (   )
Address		City	State	Zip
Email				

**Education**

Name and Location of Last School Attended	Major	Units/Years Completed	Degree, Diploma or Certificate
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**Employment Record**

*(List present or most recent job experience first - include Armed Services, non-paid and volunteer work.)*

Employer's Name & Address		Type of Business	Phone (   )   (   )
From (Mo/Yr)	<input type="checkbox"/> Full Time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary	Job Title	Reason for Leaving
To (Mo/Yr)		Supervisor/Title	

Job Duties (Describe in detail those similar to the job for which you are applying)

Employer's Name & Address		Type of Business	Phone (   )   (   )
From (Mo/Yr)	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	Job Title	Reason For Leaving
To (Mo/Yr)		Supervisor/Title	

Job Duties (Describe in detail those similar to the job for which you are applying)

Employer's Name & Address		Type of Business	Phone (   )   (   )
From (Mo/Yr)	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	Job Title	Reason For Leaving
To (Mo/Yr)		Supervisor/Title	

Job Duties (Describe in detail those similar to the job for which you are applying)

**Qualifications** Briefly describe how you are qualified for this position by virtue of your interests, aptitudes, education and experience. Where applicable to this position, include: California Drivers License, workshops, night school classes, seminars and similar training activities attended. List specialized skills and abilities including language skills, specialized equipment. (Attach additional page(s) if needed).

Typing: _____ wpm	Ten-Key: _____ spm	Computer Platforms/Programs:
Other equipment you operate:		Licenses or Certificates:

**Please Read Carefully, and Sign Below**

Can you, after employment, submit verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No  If you are under 18 years of age, can you at the time of employment submit a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are You Presently Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No  May We Contact Your Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact your Former Employers? <input type="checkbox"/> Yes <input type="checkbox"/> No
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I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize the CSU, Bakersfield Auxiliary for Sponsored Programs Administration to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the CSU, Bakersfield Auxiliary for Sponsored Programs Administration any and all letters, reports and other information related to my work record, without giving me prior notice of such disclosure. In addition, I hereby release the CSU, Bakersfield Auxiliary for Sponsored Programs Administration, my former employers and all other persons, corporation, partnerships and associations from any and all claims, demands or liabilities arising out of, or in any way related to, such investigation or disclosure.

I understand that nothing contained in the application, or conveyed during the interview which may be granted, or during my employment, if hired, is intended to create an employment contract between me and the CSU, Bakersfield Auxiliary for Sponsored Programs Administration. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the CSU, Bakersfield Auxiliary for Sponsored Programs Administration, and that no promises or representations contrary to the foregoing are binding on the CSU, Bakersfield Auxiliary for Sponsored Programs Administration unless made in writing and signed by me and the CSU, Bakersfield Auxiliary for Sponsored Programs Administration designated representative.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of non-job-related medical condition or disabilities. It is the CSU, Bakersfield Auxiliary for Sponsored Program's policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.

CSUB's annual crime report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus centers, such as our Antelope Valley Satellite Campus and on property within, or immediately adjacent to and accessible from CSUB. The report also includes policies concerning security on campus, such as alcohol and drug use, crime prevention, reporting crimes, sexual assault and other subjects. Additionally, a daily log of offenses is maintained and can be reviewed at the front desk of the Department of Public Safety. You can obtain a copy of the annual report by contacting the Department of Public Safety/University Police at 661-654-2111 or by logging on to the Department of Public Safety website at <https://www.csu.edu/compliance/clery/index.html>

The CSU considers qualified applicants for employment without regard to race, color, religion, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex (including gender identity), age (over 40), sexual orientation, covered veteran status, or any other protected status.

The CSU is interested in reaching the broadest possible group of qualified applicants. This form has 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. This form, 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 job. While your reply will be most helpful to us in reporting accurate data, completing this form is entirely voluntary.

<b>Job/Position Number:</b>	<b>Job/Position Title:</b>
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**Question 1.** Are you Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)  Yes  No

**Question 2.** Regardless of your answer to Question 1, you may select one or more of the following categories that apply to you:

CATEGORY	DEFINITION OF CATEGORY
<input type="checkbox"/> <b>American Indian or Alaska Native</b>	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
<input type="checkbox"/> <b>Asian</b> <input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> <b>Black or African American</b>	A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/> <b>Native Hawaiian or Other Pacific Islander</b> <input type="checkbox"/> Guamanian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Samoan <input type="checkbox"/> Other Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> <b>White</b>	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Question 3.** **Gender:** (Please check one)  Male  Female

**Question 4.** **Source:** How did you learn about this job opening?

From a friend or relative

From an employee       Human Resources Department

From a newspaper, trade or professional journal    *Publication Name:* \_\_\_\_\_