



# SACRAMENTO STATE

OFFICE OF HUMAN RESOURCES, STAFF EMPLOYMENT  
DEL NORTE HALL, ROOM 3009

## TEMPORARY APPLICATION – NON RECRUITED POSITIONS (Casual Worker, Helper/Aid, 90-day or less, Police Officer Intermittent/Non-represented)

Position Title: \_\_\_\_\_ Department: \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (MI)

Address: \_\_\_\_\_  
(Number & Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_  
(Home) (Work) (Message)

Email Address: \_\_\_\_\_

1. You must be at least 18 years of age or, if under 18, you must have graduated from high school or have received a certificate of proficiency in order to be employed by the University.

Do you meet this requirement? Yes \_\_\_\_\_ No \_\_\_\_\_

2. Do you have any relatives employed by the University? Yes \_\_\_\_\_ No \_\_\_\_\_ (If YES, please provide name(s), department(s) and relationship(s):

\_\_\_\_\_

3. Have you ever been released or discharged from employment or resigned to avoid such release or discharge?

Yes \_\_\_\_\_ No \_\_\_\_\_ If YES, please explain: Date of discharge or resignation: \_\_\_\_\_

Reason for discharge or resignation: \_\_\_\_\_

\_\_\_\_\_

4. As part of the employment process, you may be required to complete a Supplemental Employee Application Questionnaire, which contains questions pertaining to conviction history, and submit it when requested by CSU, Sacramento.

I understand that by checking Yes, I consent to the disclosure of such information by submitting the Supplemental Employment Application Questionnaire when requested to do so. I also understand that such disclosure will remain confidential and will not necessarily preclude me from employment.

Yes \_\_\_\_\_ No \_\_\_\_\_

5. Are you now, or have you ever been, covered by the California Public Employees Retirement System (Cal PERS)? Yes \_\_\_\_\_ No \_\_\_\_\_ If YES: From: \_\_\_\_\_ To: \_\_\_\_\_

**Employment Record:** List your present or most recent employer first. Describe your employment history.

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Immediate Supervisor & Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Job Duties (brief statement; be sure to list all duties related to this position):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_ Hrs. per wk. \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Immediate Supervisor & Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Job Duties (brief statement; be sure to list all duties related to this position):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_ Hrs. per wk. \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

I, \_\_\_\_\_, wish to be considered for employment with California State University. I certify that all the statements made on this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I hereby authorize the CSU and its agents to investigate and verify all statements obtained in my employment application and to obtain information concerning my qualifications as a prospective employee. I understand that job-related background checks also may be required for certain positions designated as sensitive, and the check will be conducted and completed before appointment or promotion to that position. I understand that failure to provide mandatory information and/or falsification of information may be grounds for disqualification or separation.

In connection with the investigation of this application, I authorize the CSU to contact each of my former employers, educational institutions and the references listed herein. I also authorize each of the former employers, educational institutions and the references listed herein to give the CSU any and all information concerning my education, previous employment, and any pertinent information they may have regarding my work performance, whether such information is favorable or unfavorable to me. I hereby fully release all such persons and entities from any liability with respect to furnishing such information to the CSU, and waive any claims I may have against them with respect to release of such information. I also authorize the CSU to release such employment information as necessary to those employees and agents of the CSU who require such information to investigate or to make a decision with respect to any matter pertaining to my employment.

All information provided may be used only for the purpose of employment in accordance with the State of California Information Practices Act of 1977.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

“In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, California State University, Sacramento has made crime statistics available on-line at [www.csus.edu/police/cleryact.htm](http://www.csus.edu/police/cleryact.htm). Reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by CSUS and on public property within, or immediately adjacent to and accessible from the campus, during the last three years are included. The report also includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other safety matters. Print copies are available in the library, and by request from the Office of Public Safety and the Office of the Vice President for Student Affairs.”