

**APPLICATION FOR EMPLOYMENT**

**STUDENTS & INTERMITTENTS**

**Applicant Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position/Department Applying For | | Today’s Date | | |
| Last Name, First, M.I. | Email | | Cell Phone | Alternate Phone |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Street Address, Apt #, City, State, Zip code | | | | | | | | | | |
| Are you 18 years or older? | Yes  No | | | Can you, if hired, submit verification of your legal right to work in the United States? | | | | | Yes  No | |
| Have you previously worked for Cal Poly Corporation (CPC)? | | | Yes  No | | | If yes, please give dates & position(s) | | | | |
| Do you have any close family members working for CPC or Cal Poly State University (CPSU)? | | | Yes  No | | | Name of Relative & Relationship | | | | |
| Can you perform the essential functions of this position with or without accommodations? | | | Yes  No | | | If you require accommodation, what accommodations could CPC provide to enable you to perform the functions of this position? | | | | |
| Have you ever been convicted of a criminal offense other than for misdemeanor marijuana that is more than 2 years old? | | | | | | | Yes  No | If yes, please explain (note: a conviction may not necessarily bar employment) | | |
| Are you currently a member of the California Public Employees’ Retirement System (CalPERS)? | | Yes  No | | | If you are currently working for a CalPERS employer, list your employer’s name and your status | | | | | Full-time  Part-time |
| \* If you are an active CalPERS member and are working less than full-time, CPC will pull CalPERS deductions each pay period | | | | | | | | | | |

**Employment Record**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| List below present and past employment, beginning with your most recent. (Add additional sheet if necessary) Please explain any gaps in employment | | | | | | |
| Name of Company | Street Address, Apt #, City, State, Zip code | | | | Last Position | |
| From (Mo/Yr) To (Mo/Yr) | Job Duties | | | | | Last Salary |
| Supervisor’s Name/Title    Do you wish to be notified before we contact this employer? Yes  No | Supervisor’s Phone # | | | Reason for Leaving | | |
|  | | | | | | |
| Name of Company | Street Address, Apt #, City, State, Zip code | | | | Last Position | |
| From (Mo/Yr) To (Mo/Yr) | Job Duties | | | | | Last Salary |
| Supervisor’s Name/Title | Supervisor’s Phone # | | | Reason for Leaving | | |
|  | | | | | | |
| Name of Company | Street Address, Apt #, City, State, Zip code | | | | Last Position | |
| From (Mo/Yr) To (Mo/Yr) | Job Duties | | | | | Last Salary |
| Supervisor’s Name/Title | Supervisor’s Phone # | | | Reason for Leaving | | |
| Have you ever been involuntarily discharged or asked to resign from employment? | | Yes  No | If yes, please explain | | | |
| List any other qualification, skills, etc. | | | | | | |

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What is your highest level of education completed?  High School  Some College  College Graduate  Graduate School | | | | |
|  | Name and Location of School | Field of Study | Did you Graduate? | Diploma or Degree |
| High School |  |  | Yes  No |  |
| College/University |  |  | Yes  No |  |
| Graduate School |  |  | Yes  No |  |
| Business/Trade School |  |  | Yes  No |  |

**Availability**

Notate what days/hours you are available to work

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday  AM  PM | Monday  AM  PM | Tuesday  AM  PM | Wednesday  AM  PM | Thursday  AM  PM | Friday  AM  PM | Saturday  AM  PM |

**References**

|  |
| --- |
| Name Occupation Phone # Email |
| Name Occupation Phone # Email |
| Name Occupation Phone # Email |

**Emergency Contact**

|  |
| --- |
| Name Relationship Phone # Alternate Phone # |

**Authorization and Understanding**

By submitting this application, I certify that all statements made on this application and the information contained in all other documents I have submitted in support of my application are true and correct and that I have not knowingly withheld any factors or circumstances. I understand that my stated pre-employment qualifications are subject to verification and I hereby authorize Cal Poly Corporation (CPC) to confirm or investigate any information provided.

I understand that any falsification of my application material will be sufficient grounds for rejection of my application, or termination of employment. If selected for employment, I give CPC consent to conduct a criminal records check and may be required to be fingerprinted and/or undergo a medical examination. In submitting this application, I authorize CPC to contact each of my former employers, educational institutions and the reference(s) listed herein. I also authorize each of my former employers, educational institutions, and the reference(s) listed herein to give CPC 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 CPC and waive any claims I may have against them with respect to release of such information.

If employed, I agree to abide by all policies and procedures established by the CPC. I recognize that the relationship is at the mutual consent of CPC and me. Consequently, either CPC or I can terminate the employment at will, with or without cause or notice. I also understand and agree that the Company retains the right to demote, transfer, change my job duties, and adjust my compensation at any time with or without notice or without cause due to business necessity at its sole discretion. Employer and Employee further agree that this is at-will employment policy cannot be amended, modified or altered in any way by oral statements or in any other way, and can only be altered by written amendment signed by the Executive Director of CPC.

Signature Date