



Application for Student Assistant Employment

Associated Students, Inc.
California State University, Dominguez Hills
1000 East Victoria Street
Carson, CA 90747
Phone: 310 243-3686 Fax: 310 516-3890 www.asicsudh.com

Position Title: _____

Name: _____ Student ID Number: _____
Last First M.I.

Address: _____
Street Apt # City State Zip Code

Telephone: _____ Email: _____ GPA: _____

Have you ever worked for Associated Students, Incorporated before? Yes No

If yes, explain: _____

Name, relationship and department of any close relative working for California State University, Dominguez Hills or its auxiliaries:

Are you able to perform the essential functions of the position for which you are applying, either, with or without reasonable accommodation? Yes No

If necessary, please describe what type(s) of reasonable accommodations are needed: _____

On what date would you be available for work? _____

Schedule: Please indicate what dates and times you would be able to work.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00am							
9:00am							
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							

Additional Questions: On a separate sheet of paper, answer the following questions.

1. Why do you desire to work in Associated Students, Inc.?
2. Briefly describe any previous leadership experience you have or activities you have been involved with (on or off campus).
3. What qualities do you possess that makes you best suited for this position?
4. What are your special skills or abilities?

Employment History: List present or most recent employer first, attach additional sheet of paper if necessary.

Dates: Mo/Yr Employer's Name and Address Supervisor's Name and Telephone Number
 From: _____
 To: _____
 Your Title: _____

No. of hours per week spent working _____ Reason for leaving _____
 Duties: _____

Dates: Mo/Yr Employer's Name and Address Supervisor's Name and Telephone Number
 From: _____
 To: _____
 Your Title: _____

No. of hours per week spent working _____ Reason for leaving _____
 Duties: _____

Dates: Mo/Yr Employer's Name and Address Supervisor's Name and Telephone Number
 From: _____
 To: _____
 Your Title: _____

No. of hours per week spent working _____ Reason for leaving _____
 Duties: _____

List two people who have knowledge of your qualifications for the position. Do not list relatives.

 Name Occupation/Title Phone Number (including area code)

 Name Occupation/Title Phone Number (including area code)

Past employers will be contacted for references. May we contact your present employer? Yes No

I understand that the initial screening of my qualifications will be based on the material submitted in this application and its attachments. I understand this material must be as complete as possible. I understand that whether or not I am called for a personal interview will be determined by the information included in or received with this application and failure to provide sufficient information which shows evidence of meeting minimum qualifications will result in disqualification or nonconsideration.

I certify that the statements and answers made by me on this application are truthful and accurate, to the best of my knowledge, and that any misstatement of material facts may subject me to disqualification or dismissal or discharge after appointment. I understand that during employment my inability to perform at the stated level of skill may lead to my termination. I also understand that if hired, I must provide documentation attesting to my identity and current authorization to work in the United States, as required by the Immigration Reform and Control Act of 1986.

I understand and hereby authorize Associated Students, Inc. to investigate my references and verify my GPA with the University. I understand that employment is contingent on successful completion of the probationary period.

 Signature

 Date

Associated Students, Inc. is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, marital status, national origin, sex, sexual orientation, and handicap and/or within the limits imposed by law, university regulations, age and citizenship. Upon request, reasonable accommodation will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job functions when this does not cause an undue hardship.