

**NOTE: All Student Employees are required to present an original Social Security card and ID when signing for Employment documents.**

<b>NAME (LAST, FIRST,MI)</b>		<b>STUDENT ID Number</b>	
<b>PERMANENT ADDRESS:</b>			
<b>LOCAL ADDRESS:</b>			
<b>LOCAL TELEPHONE/CELL:</b>		<b>EMAIL ADDRESS:</b>	
<b>MAJOR:</b>		<b>YEAR IN SCHOOL</b>	<b>UNITS THIS QTR:</b>
<b>EXPECTED GRADUATION DATE:</b>		<b>NO. of hours available per week:</b>	
<b>Campus reference (Adviser or Staff/Faculty member):</b>			
<b>Library training/experience (Include High School):</b>			
<b>Special training/experience in typing, computers, office/clerical work, etc.:</b>			
<b>Is there a specific department in which you would like to work?</b>			

<b>Do you have a Federal Work Study Grant: yes _____ no _____</b>	<b>Are you able to work the following:</b> <b>Saturday? _____ Sundays? _____ Evenings? _____</b>
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**EMPLOYMENT HISTORY: Resumes may be included, but this section must be completed.**

<b>From:</b>	<b>Name of Employer:</b>	<b>Phone: ( )</b>
____/____ <small>Month/Year</small>	<b>Address:</b>	
<b>To:</b>	<b>Duties</b>	
____/____	<b>Reason for Leaving:</b>	
<b>From:</b>	<b>Name of Employer</b>	<b>Phone: ( )</b>
____/____ <small>Month/Year</small>	<b>Address:</b>	
<b>To:</b>	<b>Duties</b>	
____/____	<b>Reason for Leaving:</b>	

I hereby certify that all statements on this application are true and complete to the best of my knowledge. I fully understand and meet the eligibility/criteria for student employment. I understand that any falsification of the above record may be cause for termination and that Cal Poly only hires individuals lawfully authorized to work in the United States.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Staff Use Only:**  
**Interviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student would like to work** \_\_\_\_\_ **hrs/week** **Employment authorized by:** \_\_\_\_\_ **Pay Rate \$** \_\_\_\_\_

**ADDITIONAL SHEETS MAY BE ADDED FOR LISTING PREVIOUS EMPLOYMENT. THANK YOU.**

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:00 TO 8:00							
8:00 TO 9:00							
9:00 TO 10:00							
10:00 TO 11:00							
11:00 TO 12:00							
12:00 TO 1:00							
1:00 TO 2:00							
2:00 TO 3:00							
3:00 TO 4:00							
4:00 TO 5:00							
5:00 TO 6:00							
6:00 TO 7:00							
7:00 TO 8:00							
8:00 TO 9:00							
9:00 TO 10:00							
10:00 TO 11:00							
11:00 TO 12:00							
12:00 TO 1:00							
1:00 TO 2:00							

Place an **X** where you **CAN NOT** work. Place a **W** in the hours you want to work  
 Leave all other possible work spots blank. I will use blank spots to fill in work hours as needed

Number of hours requesting to work: \_\_\_\_\_

e-mail

Name

Phone