

Employment Application Packet

This application contains information that needs to be filled out to apply for employment at Humboldt State University. Some of this information is required, while other is optional or to be filled out as needed. Please review this information carefully, complete what is required, then e-mail the completed application packet, along with any additional application materials as requested in the vacancy announcement, to careers@humboldt.edu. If you have questions about the application procedure, please contact the Human Resources department at (707) 826-3626.

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Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Employment Application



Human Resources
1 Harpst Street
Arcata, CA 95521-8222

707.826.3626 office
707.826.3625 fax

Web: <http://humboldt.edu/huhr/vacancies.html>
Email: careers@humboldt.edu

Date: _____ **Job Number:** _____ **Position Applying For:** _____

Department: _____ **Email Address:** _____

If selected, how soon are you available for employment? Immediately Other, Specify date: _____

Name: Last _____ First _____ M.I. _____ **Home Phone:** _____

Address: Street _____ City _____ State _____ Zip _____ **Message Phone:** _____

Are you a current HSU employee? Yes No **Phone Extension:** _____ **HSU ID#:** _____

Have you ever been employed at HSU? Yes No **Date Last Employed:** _____

Education/Training	Completed Grade 12 or GED <input type="checkbox"/>				
		Name of Institution	Major	Degree/Certificate	Did You Graduate?
	Business, Technical, Vocational, Trade or Military	_____	_____	_____	_____
	College or University	_____	_____	_____	_____
	College or University	_____	_____	_____	_____

Related Qualifications	Indicate skills that are related to the position for which you are applying.																
	Office Skills and Equipment Office Software: _____ Office Equipment: _____	Computing / Programming Analyst Skills Languages / Software: _____ Hardware: _____ Operating Systems: _____															
	Other Related Skills, Knowledge or Ability (including interpreting or other language skills) <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	Driver's License / Certificates / Other Licenses <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; font-size: small;">Type</th> <th style="text-align: center; font-size: small;">Class/State</th> <th style="text-align: center; font-size: small;">Level</th> <th style="text-align: center; font-size: small;">Expiration Date</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Type	Class/State	Level	Expiration Date	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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REQUIRED

In order for your application to be complete, you must also fill out the Supplemental Application posted at:
<http://humboldt.edu/applicantsurvey>

ANNUAL SECURITY AND FIRE SAFETY REPORTS NOTICE OF AVAILABILITY: Humboldt State University is committed to assisting all members of the Humboldt State community in providing for their own safety and security. The annual security and fire safety compliance document is available on the Humboldt State University Police website at: <http://www2.humboldt.edu/police/Downloads/ASR%202013%20published%202014.pdf>. The police department website, the Annual Security Report (Clery Report) and the Fire Safety Report contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Humboldt State University; and on public property within, or immediately adjacent to and accessible from the campus. If you would like to receive a hard copy of the Annual Security and Fire Safety Report which contains this information, you can stop by the Student Business Services Building Room #101 at #1 Harpst Street, Arcata, CA 95521 or you can request that a copy be mailed to you by calling 707-826-5555 or email: hsupd@humboldt.edu. This information is required by law and is provided by Humboldt State University Police Department. *Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.*

Employment History

Name _____

Position Applied For _____

Department _____

List all previous employment for a minimum of ten years. Include military experience and relevant volunteer experience. List your most recent employment first. Complete additional information page(s), if necessary. All information requested below must be completed.

May we contact your present employer? Yes No **May we contact your previous employers?** Yes No

If you are considered as a final candidate, your present employer and any relevant previous employers will be contacted for references.

Employer # 1

Dates of Employment (Mo/Yr)

From _____ To _____

Name of Employer _____

Job Title _____

Hours Per Week _____

Immediate Supervisor _____ Supervisor's Telephone _____

Salary

Starting _____ Ending _____

Employer's Address _____

Reason for Leaving _____

Job Duties

Employer # 2

Dates of Employment (Mo/Yr)

From _____ To _____

Name of Employer _____

Job Title _____

Hours Per Week _____

Immediate Supervisor _____ Supervisor's Telephone _____

Salary

Starting _____ Ending _____

Employer's Address _____

Reason for Leaving _____

Job Duties

Employer # 3

Dates of Employment (Mo/Yr)

From _____ To _____

Name of Employer _____

Job Title _____

Hours Per Week _____

Immediate Supervisor _____ Supervisor's Telephone _____

Salary

Starting _____ Ending _____

Employer's Address _____

Reason for Leaving _____

Job Duties

I hereby certify that all the statements I have made are true to the best of my knowledge and belief. I understand that my stated pre-employment qualifications are subject to investigation and I hereby authorize the University to investigate any and all information on this application. I understand that any false statements appearing on any employment form will be cause for immediate dismissal. I further understand that if hired, I may be fingerprinted, and if a U.S. citizen, I will be required to sign the document, Oath of Allegiance, as an employee in the State of California. I also understand that if hired I must provide proof of my identity and work authorization as required by the Immigration Reform and Control Act of 1986.

Signature _____

Date _____

I am submitting this application electronically without a signature. Despite the lack of a signature, I certify that the information contained in the application is true and correct to the best of my knowledge. If I continue in the selection process, I will provide a signed application to HSU.

Additional Employment History

Name _____

Position Applied For _____

Department _____

Employer # 4		
Dates of Employment (Mo/Yr) From _____ To _____	Name of Employer _____	Job Title _____
Hours Per Week _____	Employer's Address _____	Immediate Supervisor _____ Supervisor's Telephone _____
Salary Starting _____ Ending _____		Reason for Leaving _____
Job Duties <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>		
Employer # 5		
Dates of Employment (Mo/Yr) From _____ To _____	Name of Employer _____	Job Title _____
Hours Per Week _____	Employer's Address _____	Immediate Supervisor _____ Supervisor's Telephone _____
Salary Starting _____ Ending _____		Reason for Leaving _____
Job Duties <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>		
Employer # 6		
Dates of Employment (Mo/Yr) From _____ To _____	Name of Employer _____	Job Title _____
Hours Per Week _____	Employer's Address _____	Immediate Supervisor _____ Supervisor's Telephone _____
Salary Starting _____ Ending _____		Reason for Leaving _____
Job Duties <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>		
Employer # 7		
Dates of Employment (Mo/Yr) From _____ To _____	Name of Employer _____	Job Title _____
Hours Per Week _____	Employer's Address _____	Immediate Supervisor _____ Supervisor's Telephone _____
Salary Starting _____ Ending _____		Reason for Leaving _____
Job Duties <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>		