



# UCMERCED

## Application for Staff Employment

### Instructions

- **Complete each page of the application form.** Please include the job title, job number, and sign and date the application.
- **Resume, cover letter, and other supplemental materials must be attached.**
- **Online submission is preferred and strongly encouraged.** An online application will be available to a hiring committee immediately.
- If you are unable to submit your application on line, you may return a hardcopy in person, by mail, email, or by facsimile. A hardcopy application may take 7-10 days to process before becoming available to the hiring committee.
- **A separate application must be submitted for each job opening.**
- Please complete page 4, which is requested to comply with Federal reporting requirements.

### Information

- Applications are accepted if received in Human Resources by 5 pm on the closing date.
- Applications and supporting material will not be returned.
- **Retain this information sheet for your records.** Please refer to the job title and job number when contacting the Employment Office or when checking the current job status page.
- Each search varies; the review process may take 3-8 weeks or more. Once the review is completed, the hiring unit will contact individuals selected for interviews directly. When possible, Human Resources will send notification to unsuccessful applicants by email or postcard.

UNIVERSITY OF CALIFORNIA, MERCED  
HUMAN RESOURCES  
5200 NORTH LAKE ROAD  
MERCED, CA 95343  
FAX (209) 228-8586  
<https://jobs.ucmerced.edu>  
<http://hr.ucmerced.edu>

NAME \_\_\_\_\_

JOB TITLE \_\_\_\_\_

JOB NUMBER \_\_\_\_\_



## Application for Staff Employment

**JOB TITLE** \_\_\_\_\_ **JOB NUMBER** \_\_\_\_\_

Full-time  Part-time

### PERSONAL DATA

Last Name	First Name	Middle Name/Initial
Home Telephone ( ) -	Business Telephone ( ) -	E-Mail
Street		
City	State	Zip

Other names you have used while employed? \_\_\_\_\_

### EDUCATION (Please list in chronological order, listing most recent first)

Have you graduated from high school or received a GED certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of School/College/University	City, State	Degree or Diploma	Major

### LICENSES AND CERTIFICATES

Professional License or Certificate	Number	State	Expiration Date

### OTHER SKILLS

List other job-related skills that you have, such as knowledge of computer hardware, software applications, typing speed, machinery and/or other office, lab or scientific equipment you operate, foreign languages and/or medical terminology. (Space is limited to 550 characters)

NAME \_\_\_\_\_ JOB NUMBER \_\_\_\_\_

**EMPLOYMENT RECORD** (With the most recent experience listed first, provide your present and past employment record for the last 10 years; include periods of unemployment, military experience and major volunteer experience. Attach additional sheets if necessary.)

From (mo/yr)	Employer	Job Titles & Duties (Space is limited to 600 characters)
To (mo/yr)	Street Address	
Total Period	City & State	
Hours/Week	Supervisor	
Last monthly/ hourly salary	Supervisor's Phone # (   )   -	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving

From (mo/yr)	Employer	Job Titles & Duties (Space is limited to 600 characters)
To (mo/yr)	Street Address	
Total Period	City & State	
Hours/Week	Supervisor	
Last monthly/ hourly salary	Supervisor's Phone # (   )   -	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving

From (mo/yr)	Employer	Job Titles & Duties (Space is limited to 600 characters)
To (mo/yr)	Street Address	
Total Period	City & State	
Hours/Week	Supervisor	
Last monthly/ hourly salary	Supervisor's Phone # (   )   -	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving

NAME \_\_\_\_\_ JOB NUMBER \_\_\_\_\_

**REQUIRED INFORMATION (Please answer each of the following questions.)**

**Background Information**

1. Have you ever been convicted of any crime, excluding convictions for marijuana-related offenses for personal use more than two years old, convictions that have been sealed, expunged or legally eradicated, or misdemeanors for which probation was completed and the case was dismissed by court?  Yes  No

If yes, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case.

\_\_\_\_\_

Note: A "yes" response will not necessarily disqualify you from consideration for employment.

2. Are you out on bail or released on your own recognizance pending trial? If yes, please explain.  Yes  No

\_\_\_\_\_

3. Have you ever been released or discharged from employment or resigned to avoid such release or discharge? If yes, please state date and circumstances.  Yes  No

\_\_\_\_\_

4. Do you have a valid California driver's license?  Yes  No

**Immigration Information**

5. If you are not a U.S. citizen, do you have the right to work in the U.S.: Permanently?  Yes  No Temporarily?  Yes  No

State type of visa and expiration date \_\_\_\_\_

**UC Information**

6. Are you a UC student?  Yes  No

7. Are you currently a University of California employee in one of the following appointment types?  
Career?  Yes  No Limited Appointment?  Yes  No Contract?  Yes  No

If yes, what department(s)? \_\_\_\_\_

8. Do you have any relatives currently employed at UC Merced?  Yes  No

If yes, what department(s)? \_\_\_\_\_

9. Have you ever been employed by the University of California?  Yes  No

If yes, what campus(es)? \_\_\_\_\_

10. Are you currently retired from the University of California?  Yes  No

Date Retired: \_\_\_\_\_

11. Are you currently on lay-off status or subject to recall?  Yes  No

If yes, what department(s)? \_\_\_\_\_

**CERTIFICATION AND AUTHORIZATION**

I certify that the information contained on this application form is true, correct and complete to the best of my knowledge. I understand that any false or incomplete information may be grounds for disqualification or separation. In addition, I understand that a thorough reference checking process will occur and hereby authorize UC Merced to make inquiries regarding my education, work experience and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they provide. I understand that certain positions may require background checks including a request for criminal history information. I have read and understand the information on this application.

Applicant's Signature\* \_\_\_\_\_

Date \_\_\_\_\_

**PRIVACY NOTIFICATION STATEMENT**

The State of California Information Practices Act of 1977 (effective July 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves:

Application for Employment: The principal purpose for requesting information on the Application for Employment is to evaluate qualifications for employment. University policy and State and Federal statutes authorize the maintenance of this information. Furnishing the information is mandatory; failure to provide the information may be grounds for disqualification or separation. The office responsible for maintaining the information supplied on this form is the UC Merced Human Resources Office.

Applicant Data Form: Information furnished on Applicant Data Form is requested by UC Merced's Human Resources Office. The University of California, Merced is a Federal contractor and, therefore, must comply with Affirmative Action regulations issued pursuant to Executive Order 11246, Federal Revised Order No. 4, Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Assistant Act. Furnishing the information on this form is voluntary. There is no penalty for not completing this form. UC Merced Human Resources Office is responsible for maintaining the information supplied on this form.

*\*Applicant's Signature MUST be on this page.*

**NAME** \_\_\_\_\_

**JOB NUMBER** \_\_\_\_\_

**APPLICANT DATA (Please complete for each job opening)**

**Recruitment Sources – Please identify how you heard of this vacancy:**

- UC Merced Job Bulletin/ Web Site
- UC Merced Recruiter
- UC Employee
- Friend or Family Referral
- EDD-Employee Development Department Referral
- Community or Professional Organization  
Specify: \_\_\_\_\_
- Job Fair  
Specify: \_\_\_\_\_
- Magazine/Journal Advertisement  
Specify: \_\_\_\_\_
- Chronicle of Higher Education

- Merced Sun Star
- Fresno Bee
- Modesto Bee
- Sacramento Bee
- Turlock Journal
- San Francisco Chronicle
- Los Angeles Times
- Wall Street Journal
- UCOP Jobs Web Site
- Dice.com
- Hotjobs.com
- Other  
Specify: \_\_\_\_\_

**Affirmative Action/Equal Employment Opportunity Data**

The following information is requested to comply with Federal reporting requirements. The information is necessary for statistical analyses of applicant flow data in administering the campus equal opportunity/affirmative action and human resources programs. Furnishing the information is voluntary; there is no penalty for not providing the data. This information is confidential and will not be available to individuals involved in the selection process.

**Gender:**

- Female
- Male
  
- I do not wish to provide this information.

**Veteran Status:**

- Vietnam Veteran (8/5/64-5/7/75)
- War/Campaign/Expedition Veteran
- All Other Veterans
  
- I do not wish to provide this information.

**Nondiscrimination and Affirmative Action Policy Statement**

The University of California Merced is an affirmative action/equal opportunity employer with a strong institutional commitment to the achievement of diversity among its faculty, staff and students.

The University does not discriminate on the basis of disability in admission to, access to, or operation of its instruction, programs, services or activities, or in its hiring and employment practices. The university provides reasonable accommodation to facilitate the participation of individuals with legally protected disabilities.

University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's equal employment opportunity policies may be directed to: Human Resources, 5200 N. Lake Road, Merced, CA 95343, (209) 228-8247.

**Race/Ethnicity:**

Please select one category only. If two or more racial/ethnic categories are applicable, choose the one category with which you most closely identify.

- White, non-Hispanic (F)
- Black/African-American, non-Hispanic (A)
- American Indian or Alaskan Native (C)

**Asian or Pacific Islander**

- Chinese/Chinese-American (2)
- Japanese/Japanese-American (B)
- Filipino/Philippino (L)
- East Indian/Pakistani (R)
- Other Asian (X)

**Hispanic**

- Chicano/Mexican/Mexican-American (E)
- Latin American/Latino (5)
- Other Spanish/Spanish-American (W)
  
- I do not wish to provide this information.

**Purpose**

The primary purpose for the requested information is to report aggregated workforce data to Federal and State agencies (not for individual applicant identification.)

**Campus Security and Crime Awareness**

*The University of California, Merced will compile and disclose campus security and crime statistics information in accordance with the "Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Disclosure Act" when the campus becomes operational. In the meantime, information regarding security at UC campuses is available at: <http://www.ucop.edu>.*