



STAFF EMPLOYMENT APPLICATION

UCLA Department of Anthropology, 341 Haines Hall, Los Angeles, CA 90095-1553

General Instructions: Please fill in the information on this application and submit your resume.

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| Name: | Home Phone: |
| Address: | Work Phone: |
| City, State, Zip: | Cell Phone: |
| Other names you have used while employed: | Email: |

Employment History: List your present or most recent employer first or attach your resume. Account for all times during the past ten years, including periods of unemployment. Include military and major volunteer experience. If you held significantly different positions with the same employer, list them separately. Use additional applications as needed.

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|---|---|-----------|
| Dates of Employment: | Job Title: | Employer: |
| Job Duties: | | |
| Last monthly salary: | <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time | |
| Reason for leaving: | | |
| Supervisor's name/title: | Supervisor's phone: | |
| May we contact your current/most recent employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, After Offer Only | | |
| Dates of Employment: | Job Title: | Employer: |
| Job Duties: | | |
| Last monthly salary: | <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time | |
| Reason for leaving: | | |
| Supervisor's name/title: | Supervisor's phone: | |
| May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Dates of Employment: | Job Title: | Employer: |
| Job Duties: | | |
| Last monthly salary: | <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time | |
| Reason for leaving: | | |
| Supervisor's name/title: | Supervisor's phone: | |
| May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

UCLA Transfer Information (Current UCLA Employees Only)

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| Are you a current UCLA employee: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Probationary period completed: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Performance evaluation satisfactory or better: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Scheduled for Layoff or on Layoff status: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, effective date of layoff | |
| Exercising preferential rehire rights: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Current UCLA Department: | |

Required Information: Please check the appropriate box for each question

1. Have you ever been convicted of a felony or misdemeanor offense by any court in California? Yes No
 You may omit:
 - a. Traffic violations for which the fine imposed was \$300.00 or less;
 - b. Any conviction specified in the Health & Safety code section 11361.5 which pertains to various marijuana offenses;
 - c. Any conviction that has been sealed, expunged or legally eradicated;
 - d. Any offense which was finally settled in juvenile court or referred to the youth authority;
 - e. Any misdemeanor conviction for which probation has been successfully completed or otherwise discharged **AND** the case has been judicially dismissed pursuant to Penal Code section 1203.4. To qualify for omission under Penal Code section 1203.4, an individual must have taken an affirmative action to file a petition with a court to have the conviction set aside and been successful in that action.
2. Have you ever been convicted of a felony or misdemeanor offense in another State? Yes No
 (Criminal convictions in another State may be considered in the evaluation of your application.)
3. Have you ever been convicted of a federal crime, as defined in 42 USC 1320a-7(i) or been excluded from participating in any federal or state healthcare program? Yes No
4. Are you 18 years or older? If your answer is "yes", go to question 5. Yes No
5. If you are under 18, you must have a high school degree or a GED certificate, or have a valid work permit in order to be employed by the University. Do you meet this requirement? Yes No
6. Upon hire, will you be able to provide proof of eligibility to work in the U.S. as specified in the Immigration Reform and Control Act of 1986? Yes No
7. Do you have a valid California Driver's License? (Answer only if the position will require you to drive.) Yes No
8. Are you a UC student? Yes No
9. Are you currently receiving UC Retirement Annuity? Yes No
10. Have you ever been employed at the University of California, a DOE Laboratory or the State of California? Yes No
11. Do you have any relatives currently employed at the University of California? Yes No
 Relationship: _____
 Name: _____ Department: _____
12. Have you ever been released or discharged from employment or resigned to avoid such release or discharge? Yes No
 If yes, please provide date(s) and circumstances: _____

AGREEMENT

The University of California prohibits discrimination against or harassment of any person employed or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender identity, pregnancy,¹ physical or medical condition, mental disability (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994).²

University policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy, or against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment.

The University of California is an affirmative action/equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities, and for covered veterans.³

University policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies. Inquiries regarding UCLA's equal employment opportunity and affirmative action policies may be directed to the UCLA Staff Affirmative Action Office, (310)794-0691 or mail saa.ucla.edu.

¹*Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.*

²*Service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.*

³*Covered veterans includes veterans with disabilities, recently separated veterans, Vietnam era veterans, veterans who served on active duty in the U.S. Military, Ground, Naval or Air Service during a war or in a campaign or expedition for which a campaign badge has been authorized, or Armed Forces service medal veterans.*

PrivacyNotice

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply personal information about themselves: (1)the principal purpose for requesting and collecting the personal information on this form is to comply with applicable State and Federal laws;(2)providing the personal information is mandatory, unless otherwise noted;(3)the personal information will be kept confidential and used only in accordance with applicable laws;(4)the personal information will be given to government enforcement agencies if these agencies request such information, or as otherwise required by law;(5)individuals have the right to review their own records in accordance with University personnel policies and collective bargaining agreements;information on applicable policies and agreements can be obtained from the Campus Human Resources Home Page at www.chr.ucla.edu.

Notice of Availability of UCLA Annual Security Report

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, prospective employees are entitled to request a copy of the UCLA Annual Security Report prepared in compliance with this Act. The report includes statistics for the past three years concerning crimes reported to Campus Security Authorities that occurred on campus, in off-campus buildings or on property owned or controlled by the University, and on public property adjacent to the campus. The report also includes campus policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance programs, student discipline, campus resources, and other matters. You may obtain a copy of this report by accessing the following website: <http://www.ucpd.ucla.edu/ucpd/clery.htm> or contacting: UCLA Police Department, 601 Westwood Plaza, Los Angeles, CA 90095, phone (310)825-1491..

I certify that all statements that I have made on the UCLA application form and any supporting documents I have submitted with this application are true and complete to the best of my knowledge and belief.

If employed, I understand that any false, misleading, or incomplete information I have submitted may be considered cause for termination.

I certify that I have read and agree with these statements.

Signature

Date