



200 Maritime Academy Drive
 Vallejo, CA 94590
 Job Line 707/654-1140
 http://www.csum.edu

Position _____
 Job Bulletin No. _____

*A separate application must be submitted for each position.
 *An incomplete application may result in disqualification.

EMPLOYMENT APPLICATION

Last Name		First Name		Middle Initial
Street Address			Home Telephone	
City, State Zip			Message/Cell Phone (Please Specify)	
From what source did you learn of this opening?	California driver's license (if required by position)	E-Mail Address		

1 Have you ever worked for the California State University? Yes No
 If **YES**, list Campuses and dates: _____

2 Do you have any relatives working on campus? Yes No
 If **YES**, list name(s) and relationship(s): _____

3 Are you 18 years of age or older? Yes No
 If **NO**, a work permit is required at the time of employment. _____

4 Are you currently authorized to work in the United States? Yes No
 If **NO**, please state your current status: _____

Note: The California Maritime Academy is not a sponsoring agent. You must have the legal right to work in the U.S. to be considered for employment.

5 Have you ever been convicted of any crime as an adult (excluding traffic violations other than felonies)? A conviction includes a plea, verdict, or finding of guilt, regardless of whether a sentence is imposed by the court. (Note: A conviction will not necessarily disqualify an applicant from employment.) You need not provide information about marijuana possession convictions for a violation of Health and Safety Code Section 11357(b) or (c), Section 11360(c), or Section 11364, 11365, or 11550 that occurred more than two years ago.
 Yes No

Have you been arrested for any criminal offense for which you are out on bail, or on your own recognizance, pending trial? (Note: the employer cannot use such an arrest as a basis to deny employment, unless the person is convicted.)
 Yes No

EDUCATION

Circle highest grade completed:
High School: 9 10 11 12 GED

COLLEGE/UNIVERSITY/TRADE OR VOCATIONAL SCHOOLS

Name and location of school	Major field of study	Credits completed	Degree/Certificate	Graduate? Yes/No	Year of Graduation

COMPUTER TECHNOLOGY SKILLS (If relevant to the position)

Skill Area	Application/Software Used	Skill Level (please "X")			
		No Exp.	Some Exp	Competent	Expert
Keyboarding WPM					
Word Processing					
Spreadsheet					
Database					
Electronic Mail/Calendars					
Internet/Web					
Programming Languages					
Computer Operating Systems					
Computer Hardware					
Other					

LICENSES AND CERTIFICATES (Complete this section if license/certificate is required for the position)

Professional/Technical licenses/certificates:

Type of license	License/Certificate #	Issued By	Expiration Date

Employment History

A resume may accompany this form but will not be accepted in lieu of completion of ANY SECTION of this form. Include all employment, military, and relevant volunteer experience within the last 10 years (more if needed to qualify), beginning with your most RECENT employer. Additional qualifying experience may be listed on a separate sheet with your name, employment dates, the average work hours per week and a general description of duties.

Do you wish to be notified before we contact your current or previous employers and references?

Yes No

1. Employer: Organization Name	Job Title & Department	Average Hours Per Week
Employer's Address:	Last Salary/Payment Basis	Dates of Employment (M/Yr) From: To:
Immediate Supervisor/Telephone No.	Reason for Leaving	
Job Duties		

2. Employer: Organization Name	Job Title & Department	Average Hours Per Week
Employer's Address:	Last Salary/Payment Basis	Dates of Employment (M/Yr) From: To:
Immediate Supervisor/Telephone No.	Reason for Leaving	
Job Duties		

3. Employer: Organization Name	Job Title & Department	Average Hours Per Week
Employer's Address:	Last Salary/Payment Basis	Dates of Employment (M/Yr) From: To:
Immediate Supervisor/Telephone No.	Reason for Leaving	
Job Duties		

4. Employer: Organization Name	Job Title & Department	Average Hours Per Week
Employer's Address:	Last Salary/Payment Basis	Dates of Employment (M/Yr) From: To:
Immediate Supervisor/Telephone No.	Reason for Leaving	
Job Duties		

5. Employer: Organization Name	Job Title & Department	Average Hours Per Week
Employer's Address:	Last Salary/Payment Basis	Dates of Employment (M/Yr) From: To:
Immediate Supervisor/Telephone No.	Reason for Leaving	
Job Duties		

REFERENCES List at least three persons not related to you who can attest to your professional abilities and character.

Name	Address	Occupation	Phone No.

I certify that the answers I have given in the materials I have submitted in application for this position are true and correct and that I have not knowingly withheld any facts or circumstances. I understand that all answers given in my application for employment are subject to verification and that should I be employed at the campus, any misrepresentation or omission of facts in this application may be sufficient reason for dismissal. The application materials include this document and any other materials submitted.

All information provided may be used only for purposes of employment in accordance with the state of California Information Practices Act of 1977

Please check if reasonable accommodation is required to participate in the interview process

Applicant's Signature **Date**



APPLICANT FLOW INFORMATION

The United States Department of Labor requires the California Maritime Academy to compile summary data on the ethnicity, veteran status and gender of applicants for positions at this institution. The information provided will be utilized to meet those requirements and by the campus in tracking applications. You have the option of supplying or not supplying the information below. The information, if provided, will in no way affect your opportunity for employment at this institution. Further, information on this form is kept separate from any application files and is not made available to persons making employment decisions. Thank you for your assistance.

Name: _____ (Last) (First) (Middle)

Date of application: _____ Job Bulletin No: _____

Job Title of position applied for: _____

Department: _____

ETHNICITY SELF-IDENTIFICATION

(Please check the ONE which best characterizes the cultural traditions with which you identify)

GENDER Female Male

AMERICAN INDIAN

- American Indian
 Aleut
 Eskimo

BLACK

- African American
 African
 Hispanic/black
 Other Black

ASIAN

- Japanese
 Chinese
 Korean
 Vietnamese
 Asian Indian
 Cambodian
 Laotian
 Other Asian
Please specify: _____

PACIFIC ISLANDER

- Hawaiian
 Samoan
 Guamanian/Chamorro
 Other Pacific Islander

HISPANIC

- Mexican, Mexican-American/Chicano
 Puerto Rican
 Cuban
 Other Hispanic

White

Other Non-white
Please specify: _____

Filipino

VETERAN STATUS

- Vietnam Era Veteran A person who served on active duty for a period of more than 180 days, and was discharged or released with other than a dishonorable discharge, or was discharged or released from active duty for a service connected disability, if any part of such active duty was performed: a. in the Republic of Vietnam between February 28, 1961 and May 7, 1975 or b. between August 5, 1964 and May 7, 1975 in all other cases.
 Special Disabled Veteran A veteran who is entitled to compensation, or who but for the receipt of military retired pay would be entitled to compensation under laws administered by the Department of Veterans Affairs for a disability rated at: a. 30 percent or more, or b. 10 or 20 percent if it has been determined that the individual has a serious employment disability; or a veteran who was discharged or released from active duty because of a service connected disability.
 Other Protected Veteran A veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. Information required to make this determination is available at: http://www.opm.gov/veterans/html/vgmedal2.htm
 None of the above
 No Military Service

Mail completed form to:

EEO/AA Data Collector - HR
The California Maritime Academy
200 Maritime Academy Drive
Vallejo, CA 94590