



EMPLOYMENT APPLICATION

The Library, UC Berkeley

Student ID #: _____

Work Study \$: _____

Job Numbers: _____

E-mail address: _____

Please Print

Name (Last, First, Middle)			Today's Date	
Local Address (Number, Street, City, State, Zip Code)			Telephone: Area code () --	
Permanent Address (Number, Street, City, State, Zip Code)			Telephone: Area code () --	
Have you previously been employed by the University? If yes, list department, position and supervisor's name.				Dates of Employment
Do you have any relatives employed in the Library?		What department?	Relationship	Dates of Employment
Yes No				

JOB SKILLS

List job-related skills, including certificates or licenses you have, computer and typing skills, office machines you operate, Gladis, Melvyl, etc.

Complete the following if you have language skills other than English:	Languages--Read	Write	Speak
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EDUCATION

Are you currently enrolled in school?	Yes	No	Anticipated Graduation Date:	Circle current year	1	2	3	4	
College/Other	Location		Degree Earned	Major	From Mo	Yr	To Mo	Yr	GPA

WORK SCHEDULE

Please indicate the hours that you **are** available to work below. Omit times you are in class or engaged in extra-curricular activities.

	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00
Mon.																	
Tues.																	
Wed.																	
Thurs.																	
Fri.																	
Sat.																	
Sun.																	

The University of California, in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1973 and the Age Discrimination Act of 1975, does not discriminate on the basis of race, color, national origin, religion, sex, handicap, or age in any of its policies, procedures, or practices; nor does the University, in compliance with Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, and section 12940 of the State of California Government Code, discriminate against any employees or applicants for employment because they are disable veterans or veterans of the Vietnam era, or because of their medical condition (as defined in Section 12926 of the California Government Code), their ancestry, or their marital status; nor does the University discriminate on the basis of citizenship, within the limits imposed by law or University policy; nor does the University discriminate on the basis of sexual orientation. This nondiscrimination policy covers admission, access, and treatment in University programs and activities, and application for and treatment in University employment.

In conformance with University policy and pursuant to Executive Orders 11246 and 11375, Section 503 of the Rehabilitation Act of 1973, and Section 402 of the Vietnam Era Readjustment Act of 1974, the University of California is an affirmative action/equal opportunity employer. Inquiries regarding the University's equal opportunity policies may be directed Staff Equity and Diversity Services, 641 University Hall, Berkeley, CA 94720-1130, fax: (510) 642-0523. Inquiries regarding Title IX (sex discrimination) may be directed to the Climate and Compliance Office, Chancellor's Office, 200 California Hall, Berkeley, CA 94720-1500, fax: (510) 643-8499.

EMPLOYMENT RECORD

Starting with the most recent, list all employment experience, including U.S. Armed Forces experience. Account for all employment during the past ten years. **You may include volunteer and club experience.** You may exclude the names of organizations which may reveal your race, color, religion, national origin, veteran status, ancestry, sex, sexual orientation, age or disability. If more space is required, attach a separate sheet to this form. The University will make reference checks.

Company Name	From		To		Job Title and Duties
	Mo	Yr	Mo	Yr	
Address					
City, State, Zip	Hours Per Week				
Supervisor's Name	Salary				
Contact Phone Number	Reason for Leaving				

Company Name	From		To		Job Title and Duties
	Mo	Yr	Mo	Yr	
Address					
City, State, Zip	Hours Per Week				
Supervisor's Name	Salary				
Contact Phone Number	Reason for Leaving				

Company Name	From		To		Job Title and Duties
	Mo	Yr	Mo	Yr	
Address					
City, State, Zip	Hours Per Week				
Supervisor's Name	Salary				
Contact Phone Number	Reason for Leaving				

Are you currently employed?	YES	NO	May we contact your current employer?	YES	NO
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PRIVACY ACT

The State of California Information Practices Act of 1977 (effectively July 1, 1978) and the Federal Privacy Act of 1974 require the University to provide the following information to individuals who are asked to supply information about themselves.

The principal purpose for requesting this information is to evaluate qualifications for employment. Furnishing the information is mandatory.

JOB PERFORMANCE

It is the policy of the Library to provide, based upon the needs of the department, part-time employment to students at the Berkeley campus of the University of California. Such Student Library Employees (SLEs) are hired in casual/restricted positions. Casual/restricted positions are part-time, temporary, and reserved for regularly enrolled students (as determined by the list of registered students or Registrar's Office). Hiring appointments may be made throughout the year. Your appointment will end on June 30 and will be renewed at the discretion of your supervisor. If you graduate in the fall or summer semester, your appointment will end on December 30 or August 31, respectively. All positions and work hours are subject to change due to fluctuating workloads or budget adjustments.

Reappointments for the summer or through the next academic year will depend on department needs and on your job performance.

I certify that, to the best of my knowledge, the information I have provided above is true and accurate. I understand that any falsification of the above record may be considered cause for termination. I have read and understand the Privacy Act and Job Performance sections of this application.

Signature	Date

PRINT THIS APPLICATION AND SUBMIT IN PERSON AT 110 DOE LIBRARY