



# HUMBOLDT STATE UNIVERSITY

## EMPLOYMENT APPLICATION

Human Resources  
1 Harpst Street  
Arcata, CA 95521-8299

Job #

Today's Date:

Last Name:

First Name:

Job Title:

Address:

City:

State:

Zip:

Telephone Number:

Are you under the age of 16?

Have you ever been convicted of a felony?

Are you related to any employee on campus?

Name:

Department:

Elementary / High School (Circle highest grade completed): 6 7 8 9 10 11 12

If you did not graduate, have you passed the G.E.D. test?

**It is your responsibility to provide thorough and specific information on this application in order to receive appropriate credit for all qualifying activities.**

NAME/LOCATION OF COLLEGES OR VOCATIONAL SCHOOL	DID YOU GRADUATE ?	COURSE OF STUDY	DEGREE OR CERTIFICATE

Describe any specialized training, special skills, certificates or licenses that would be relevant to the job for which you are applying.

List skills involving office machines, computer software and hardware, tools, vehicles, machinery, equipment, typing speed etc. that are **applicable to the job for which you are applying.** WPM

Please describe how your experience, knowledge, ability, and professional accomplishments qualify you for the position for which you are applying.

**PREVIOUS EMPLOYMENT** (List most recent job first. You may include Military Service).

<b>DATES</b>	<b>TIME BASE</b>	<b>EMPLOYER</b>	<b>JOB TITLE AND DUTIES</b> Attach additional information if needed	<b>REASON FOR LEAVING</b>
FROM:  TO:		NAME:  ADDRESS:  TEL:  SUPERVISOR:		
FROM:  TO:		NAME:  ADDRESS:  TEL:  SUPERVISOR		
FROM:  TO:		NAME:  ADDRESS:  TEL:  SUPERVISOR		
FROM:  TO:		NAME:  ADDRESS:  TEL:  SUPERVISOR		
FROM:  TO:		NAME:  ADDRESS:  TEL:  SUPERVISOR:		

**Please attach an additional page if you have additional employers.**

**OATH OF ALLEGIANCE:** All new employees who are U.S. Citizens are required to sign an Oath of Allegiance.

**APPLICANT'S CERTIFICATION AND AUTHORIZATION**

I certify that the information supplied on this application is true and correct to the best of my knowledge. I agree to have any of the statements checked by Humboldt State University. I authorize the employers listed to provide HSU with information concerning my previous employment and any pertinent work-related information that they may have. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to be considered, to receive an offer, or, if hired, dismissal from the position.

Your signature affirms that all information on this application is true to the best of your knowledge.

**Signature:**

*Required*

**Date:**

I choose to waive my right to receive copies of all public records that may be obtained regarding me as a result of my application for employment with Humboldt State University (e.g. records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment).

Humboldt State University hires only individuals lawfully authorized to work in the United State. If you are a person with a disability and require accommodation for this application process please contact Human Resources for assistance. Humboldt State University is an Equal Opportunity/Title IX/ADA employer.