

Thank you for your interest in student employment with UCLA Housing & Hospitality Services!

Please complete all five pages of this application and email along with a copy of your résumé to Andrew Hattala at hospitalityjobs@ha.ucla.edu.

For questions, please call (310) 825-5951 or email hospitalityjobs@ha.ucla.edu.

Name: _____ Date: _____
Year at UCLA: _____ Cell Phone: _____
Email: _____

Please list the jobs you'd like to be considered for in order of preference, with job #1 being the one you are interested in the **MOST**.

#1 Job Title: _____
Department: _____
Location (if applicable): _____

#2 Job Title: _____
Department: _____
Location (if applicable): _____

#3 Job Title: _____
Department: _____
Location (if applicable): _____

Please let us know how you found out about our the job postings for which you are applying:

General Instructions: Please type or neatly print the information on this application and submit your resume.

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. 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.

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		

Education: List all education you have received. Include high school, business, technical, military, professional, college, and university.

School Name	Major	Units	GPA	Degree

Licenses, Certificates: Include type of license or certificate, number, issuing state/organization, and expiration date.

Licenses, Certificates:

Other Job Skills: List other job-related skills such as computer hardware, software, typing speed, 10 key by touch, machinery, power tools, office, lab or scientific equipment, fluency in foreign languages and/or medical terminology.

Other Job Skills:

UCLA Transfer Information (for current UCLA employees only)

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.

Positions designated as “critical” require fingerprinting to conduct a criminal background check. The fingerprints will be used to obtain records of any criminal history you may have. A conviction will not necessarily disqualify you from consideration for employment. UCLA may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position for which you have applied. **A conviction is any plea of guilty or nolo contendere (no contest) or a verdict of guilty.**

- Are you 18 years or older? If your answer is “yes”, go to question 6. Yes No
- 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
- 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
- Do you have a valid California Driver’s License? (Answer only if the position will require you to drive.) Yes No
- Are you a UC student? Yes No

