

**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](mailto:hospitalityjobs@ha.ucla.edu).

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



## Employment Application

Requisition Number: N/A	Job Title:	Date:
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### Personal Information

Last Name:	First Name:	Middle Name:	Email Address:		
Address:		City:	State:	Zip Code:	
Home Phone:	Cell / Other Phone:	Work Phone:	Are you 18 years of age or older?		
Do you have a valid California Driver's License (answer only if the position will require you to drive).			Are you a UC Student?		
If you are under 18, you must have graduated from high school or received a GED certificate or have a valid work permit in order to be employed by the University. Do you meet this requirement?			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?		
Are you currently receiving UC Retirement Annuity?			Have you ever been employed at the University of California, a DOE Laboratory or the State of California?		
Do you have any relatives currently employed at the University of California?			If yes, please list the relative's name, campus and department:		
Have you ever been released or discharged from employment or resigned to avoid such release or discharge?			If yes, please provide date(s) and circumstances:		

### Voluntary Demographic Data

Gender:	Ethnicity:	Veteran Status:
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### Education

Name of School:	Major (if applicable):	Units:	GPA:	Type of Degree (if applicable):	If no degree was received, number of years completed:

## Work Experience

Employer Name:	Job Title:	Department:	Dates Employed: From: To:	Type of Employment:  Hours/week:
Supervisor Name:	Supervisor Title:	Supervisor Phone:	Reason for Leaving:	
Job Duties:				
May we contact this employer for a reference?				
Employer Name:	Job Title:	Department:	Dates Employed: From: To:	Type of Employment:  Hours/week:
Supervisor Name:	Supervisor Title:	Supervisor Phone:	Reason for Leaving:	
Job Duties:				
May we contact this employer for a reference?				

### Transfer Information

Are you a current UCLA employee?: (If you are not a UCLA employee, please skip to next page.)	Current UCLA Department:
Have you completed your probationary period?:	Was your last Performance Evaluation rated "Satisfactory" or better?:
Are you scheduled for layoff or are you on layoff status?:	If yes, effective date of layoff:
Are you exercising preferential rehire rights?:	

### Additional Information

List any licenses or certificates required for your area of employment interest. Include type of license or certificate, number, issuing state/organization, and expiration date:
List other job-related skills such as computer hardware, software, etc.

## Agreement

The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy<sup>1</sup>, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services.<sup>2</sup> This policy is intended to be consistent with the provisions of applicable state and federal laws and University policies.

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.<sup>3</sup> Inquiries may be directed to StaffDiversity@chr.ucla.edu.

<sup>1</sup> *Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.*

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

<sup>3</sup> *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.*

### Privacy Notice

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 UC Policies and labor agreement; information can be obtained at [www.chr.ucla.edu](http://www.chr.ucla.edu).

### Background Check Notice

Please be advised that the final candidate recommended for hire into a critical (or otherwise designated) position will be required to successfully complete a background investigation. Any convictions will be evaluated to determine if they directly relate to the responsibilities and requirements of the position. Having a conviction history will not automatically disqualify an applicant from being considered for employment.

### 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. You may obtain a copy of this report at: <https://www.ucpd.ucla.edu/reports-statistics/jeanne-clery-act> or by 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.

Applicant's Name

Applicant's Signature

Date