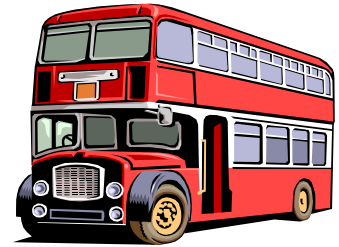


# UNITRANS

## Personnel Application



ASUCD CITY OF DAVIS  
**UNITRANS**

**PLEASE NOTE: DO NOT USE PENCIL**

1. A separate application is required for each position.
2. Photocopies are acceptable
3. You may attach supplemental information.
4. Applications are due no later than 5:00PM on final filing date.

Office Hours: Monday-Friday 8:00AM - 5:00PM

This application form is used in the first step of the selection process. Please be sure to answer all questions completely. Applicants to be interviewed will be contacted within one week following the final filing date. Driver applicants must be 18 years of age.

<u>Name:</u>	<u>Position:</u>	<u>Job No:</u>
		<u>FFD:</u>

<u>Address:</u>	<u>Phone:</u>
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<u>Class Standing:</u>	<u>Expected Graduation Date:</u>	<u>Date of Birth:</u>
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<u>Driver's License #:</u>	<u>License Exp. Date:</u>	<u>E-mail Address:</u>
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**Employment Record** Describe your employment history. List your present or most recent employer first. **DO NOT** substitute resume for this information. It may be attached only as a supplement to the record.

**MAY WE CONTACT YOUR PRESENT EMPLOYER? YES \_\_\_\_\_ NO \_\_\_\_\_**

<u>Dates:</u> <u>From:</u> <u>To:</u>	<u>Total Service</u> <u>Yrs:</u> <u>Mos:</u>	<u>Employer:</u>
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<u>Job Title:</u>	<u>Supervisor's Name</u>	<u>Supervisor's Phone #:</u>
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Duties (also list duties related to vacancy)

<u>Dates:</u> <u>From:</u> <u>To:</u>	<u>Total Service</u> <u>Yrs:</u> <u>Mos:</u>	<u>Employer:</u>
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<u>Job Title:</u>	<u>Supervisor's Name</u>	<u>Supervisor's Phone #:</u>
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Duties (also list duties related to vacancy)

<u>Dates:</u> <u>From:</u> <u>To:</u>	<u>Total Service</u> <u>Yrs:</u> <u>Mos:</u>	<u>Employer:</u>
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<u>Job Title:</u>	<u>Supervisor's Name</u>	<u>Supervisor's Phone #:</u>
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Duties (also list duties related to vacancy)

**RELATED VOLUNTEER OR COMMUNITY EXPERIENCE:** Please list non-paid experience related to the position for which you are applying. Describe duties you performed and / or responsibilities you had. (Attach additional sheets in necessary.)

**DESCRIBE WHY YOU ARE QUALIFIED FOR THIS POSITION AND WHAT YOU THINK IT WILL OFFER YOU.:** (Attach additional sheets if necessary.)

**Signature:**

**Date:**

1. In accordance with applicable State and Federal laws and University policy, the University of California does not discriminate in any of its policies, procedures, or practices in the basis of race, color, national origin, religion, sex, sexual orientation, handicap, age, veteran's status, medical condition (as defined in section 12926 of the California Government Code), ancestry, or marital status; nor does the University discriminate on the basis of citizenship, within the limits imposed by law or University policy.

In conformance with applicable law and University policy, the University of California is affirmative action / equal opportunity employer

Inquires regarding the University's equal opportunity policies may be directed to the Vice Chancellor of Academic Affairs, Affirmative Action Officer and Title IX coordinator, 512 Mrak Hall, (916) 752-2070

**2. Privacy Notification**

The State of California Information Practices Act of 1977 (effective July, 1978) requires the University to provide the following information.

- a. The principal purpose for requesting information on the Employment Application form is for evaluating qualifications for employment University policy and State and Federal statutes, which are available in the Personnel Office, authorize the maintenance of this information.
- b. Furnishing the information is mandatory, failure to provide the information will prevent evaluation of your qualifications for employment.
- c. Individuals have the right to review their own records in accordance with Staff Personnel Policy 605. Information on these policies can be obtained from campus Personnel Offices
- d. The official responsible for maintaining the information on this form is: ASUCD Business Manager, University of California Davis, CA 95616, 752-1990

**FOR OFFICE USE ONLY**

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