



Employment Application

Requisition Number:	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:	Most Recent / Ending Salary:
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:	Most Recent / Ending Salary:
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 or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender identity, pregnancy,¹ physical or medical condition, mental disability (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994).²

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.³

University policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies. Inquiries regarding UCLA's equal employment opportunity and affirmative action policies may be directed to the UCLA Staff Affirmative Action Office, (310)794-0691 or mailsaa.ucla.edu.

¹*Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.*

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

³*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 University personnel policies and collective bargaining agreements;information on applicable policies and agreements can be obtained from the Campus Human Resources Home Page at 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. The report includes statistics for the past three years concerning crimes reported to Campus Security Authorities that occurred on campus, in off-campus buildings or on property owned or controlled by the University, and on public property adjacent to the campus. The report also includes campus policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance programs, student discipline, campus resources, and other matters. You may obtain a copy of this report by accessing the following website: <https://www.ucpd.ucla.edu/reports-statistics/jeanne-clery-act> or 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

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