

UCSD Resume Supplement and Application

Name as it appears on your resume: _____

Address: _____

Home Telephone: () _____ E-Mail Address: _____

I am interested in a position that is: [Check all that apply]

- Full-Time Regular Part-Time Regular On Call/Variable Schedule
 Full-Time Temporary Part-Time Temporary Per Diem Shift: _____

Employment History: [Use additional sheets if necessary]

Current/Last Employer: _____ Dates Employed: _____ to: _____
Job Title: _____ Salary: _____
Supervisor/Title: _____ Supervisor's Tel () _____
Reason for Leaving: _____ May we contact? Yes No
Duties Performed: _____

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What is the minimum salary you are willing to accept? _____

Additional information not listed on your resume:

Describe periods of unemployment, work interests, special skills and training, U.S. Armed Forces, and volunteer experience. You may also use this section to describe major accomplishments and skills that may be in a cover letter/letter of interest.

Yes No **Are you at least 18 years of age?**

Yes No **Do you possess any professional licenses or certifications?**

Title: _____ **#:** _____ **Expiration Date:** _____

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Yes No **Are you currently employed by UCSD?**

Current Title: _____

Current Status: Career Limited Probationary Per Diem

Contract Temporary Employment Services (TES)

Preferential Rehire: Layoff/Reduction in Time from Career Position

Special Selection as Designated by the Employee Rehabilitation Office

Yes No **Have you ever been employed by the University of California?**

Provide campus, dept., and dates: _____

Other name(s) used while employed: _____

Yes No **Do you have any relatives who are currently employed at UCSD or UCSD Healthcare?**

Provide name, department and relationship: _____

Yes No **Have you ever been a member of the UC Retirement Program?**

Yes No **Are you currently receiving UC Retirement Annuity?**

Yes No **Upon hire, will you be able to provide proof of eligibility to work in the US?**

[As specified in the Immigration Reform and Control Act of 1986]

Yes No **Have you ever been convicted of a felony or misdemeanor which resulted in imprisonment, probation, or a fine of more than \$500.00?** If yes, please explain below and complete the **UCSD Applicant Criminal Conviction Disclosure** form. A conviction will not necessarily disqualify you from employment. Preemployment background checks may be required for certain designated positions at UCSD. Do not include minor violations. (Drunk driving, reckless driving, hit-and-run driving, and failure to appear are not "minor" convictions.)

I hereby certify that all statements on my resume and Resume Supplement APPLICATION are true and complete to the best of my knowledge. I understand that any falsification of this record or failure to disclose fully the information requested may be cause for precluding me from further consideration for employment or, if employed, may be cause for termination. Additionally, I acknowledge that any offer of employment is contingent upon a satisfactory reference and background check report.

Signature: _____ **Date:** _____

Mail completed form to: UCSD Human Resources; 9500 Gilman Drive, Dept. 0967; La Jolla, CA 92093-0967
or visit our Web site @ <http://joblink.ucsd.edu/>

UCSD is an Equal Opportunity/Affirmative Action Employer