

CAL POLY POMONA COOPERATIVE EDUCATION EMPLOYMENT APPLICATION FOR METROPOLITAN WATER DISTRICT CO-OP POSITIONS

3801 West Temple Avenue, Building 8, Room 333, Pomona, California 91768
Phone: 909/869-3434 Fax: 909/869-4396

The Student Hired For This Position Will Be Hired And Paid As An Employee Of The Cal Poly Pomona Foundation, Inc.
The Cal Poly Foundation, Inc. is an Affirmative Action/Equal Opportunity Employer.

Last Name: _____ First Name: _____ M. I.: _____

Permanent Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone (____) _____ Social Security No.: **(last four digits)** _____

Work Telephone (____) _____ May we contact you at work? Yes No

Driver's License No.: _____ State of issue: _____ Exp. Date: _____

Name of University Currently Attending: _____

Academic Status:

Freshman Sophomore Junior Senior

GPA: _____ Major: _____

Position Interest: _____ **Position No.:** _____

QUALIFYING SKILLS AND KNOWLEDGE

<u>Computer</u>	<u>Familiar</u>	<u>Competent/Skilled</u>
IBM (or compatible)	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Windows	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>

Other spreadsheet or word processing software: _____

Programming Languages: _____

Specific relevant courses, conferences, seminars, workshops and/or training: _____

Person to be notified in case of emergency:

Name: _____ Relationship: _____

Address: _____ City: _____

State: _____ Telephone: (____) _____

Have you ever been convicted for any offense, other than minor traffic violations or juvenile offenses?

Yes

No

If yes, describe: _____

(Mitigating circumstances will be considered when evaluating this information.)

EMPLOYMENT HISTORY

List your work record. Begin with your present job and list in reverse order.

Employer (Present or most recent):	Your Job Title:		
Street Address, City, State, Zip:	Supervisor (Name and Title):		
	Phone Number: ()		
Describe your job duties: _____ _____ _____ _____	From (mo./yr.): _____	To (mo./yr.): _____	
	Salary \$ _____ per _____		
	Hours worked per week: _____		
	Reason for leaving: _____		
May we contact your present employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

IF FOR ANY REASON WE CANNOT CALL A PAST EMPLOYER FOR A REFERENCE, PLEASE NOTE.

Employer:	Your Job Title:		
Street Address, City, State, Zip:	Supervisor (Name and Title):		
	Phone Number: ()		
Describe your job duties: _____ _____ _____ _____	From (mo./yr.): _____	To (mo./yr.): _____	
	Salary \$ _____ per _____		
	Hours worked per week: _____		
	Reason for leaving: _____		

If hired for this position, you will be hired and paid as an employee of Cal Poly Pomona Foundation, please read the following carefully.

I understand that all offers of employment are contingent upon verifications of my identity and authorization to work in the United States.

I hereby certify that the information contained in this application and all supplemental support documents are accurate and truthful to the best of my knowledge and belief. I understand the misstatement or omission of pertinent facts or information may disqualify me from employment consideration with Cal Poly Pomona Foundation, Inc. and if hired, may be grounds for dismissal.

I authorize my former employers or persons named above to give any information they may have regarding my employment, whether on record or not. I hereby release said companies, schools or persons from all liability for any damage whatsoever for issuing this information.

If hired I will comply with all orders, rules and regulations of the Cal Poly Pomona Foundation, Inc.

Signature

Date