

Plaza del Sol Performance Hall Student Application

Personal Information

Name: Last	First	Middle	Student I.D. #	Date:
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Permanent Address: Street	City, State, Zip	Phone:
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Temporary Address: Street	City, State, Zip	Phone:
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Alternate Phone:	Email Address:	
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Work Study: Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you under the age of 18? Yes* <input type="checkbox"/> No <input type="checkbox"/> *If Yes please provide work permit.	Have you ever been convicted of a crime? Yes** <input type="checkbox"/> No <input type="checkbox"/> **If Yes, please complete and submit the attached Conviction Disclosure Form. Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.
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Employment/Volunteer History

Company Name:	From-To:	Reason for Leaving:	Job Description:
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Address:	Supervisor:	Phone/ext.:
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Company Name:	From-To:	Reason for Leaving:	Job Description:
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Address:	Supervisor:	Phone/ext.:
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Work Related Information

Desired Position(s):	Date Available:	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Are you available to work on: Saturday Yes <input type="checkbox"/> No <input type="checkbox"/> Sunday Yes <input type="checkbox"/> No <input type="checkbox"/> Evenings Yes <input type="checkbox"/> No <input type="checkbox"/>
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Work Related Information Continued

I understand that due to changing Performance Hall work/event schedules, I may not be working the same days or shifts I was originally hired to work.

ALL EMPLOYEE MUST DEMONSTRATE AUTHORIZATION TO WORK IN THE UNITED STATES UPON HIRE.

Please check times you are currently available to work							
	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
7:00am							
8:00am							
9:00am							
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							
7:00pm							
8:00pm							
9:00pm							
10:00pm							
11:00pm							
12:00am							
1:00am							

List any occupational skills you possess, relative to the position(s) for which you are applying for.		
List business machines/equipment you can operate:		
List software you can operate:		
Typing Speed (WPM):	Computer Experience (please specify):	
Eligibility		
Are you currently enrolled at CSUN? Yes <input type="checkbox"/> No <input type="checkbox"/>	Major:	Total Units Completed:
Number Of Units Enrolled In This Semester:		
In Case of Emergency:		
Name:	Phone:	Address:

I hereby certify that the information above is true to the best of my knowledge and belief, and I hereby authorize the Plaza del Sol Performance Hall to investigate any and all information contained in this application. I understand that if any information provided is not true, I am subject to immediate dismissal.
I further certify that I am authorized to work in the United States and can prove my eligibility for employment.

Signature: _____

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CONVICTION DISCLOSURE FORM
(PLEASE RETURN ONLY IF APPLICABLE)

INSTRUCTIONS: Complete this form if you have a reportable conviction(s). List each conviction in a separate section below.

POLICY: All applicants for university employment shall be required to answer the following question on the University's Plaza del Sol Performance Hall Employment Application:

As an adult, have you ever been convicted of a crime and/or have you been arrested for a crime for which a trial is now pending?* Yes No

*Applicants may respond "no" to this inquiry if they have never been convicted or if they have only been convicted of an offense involving:

1. A minor traffic violation.
2. A violation of Health and Safety Code 11357 (b) or (c), 11364, 11365 or 11550 as they relate to marijuana convictions prior to January 1, 1967.
3. A conviction which has been judicially dismissed, expunged, sealed or eradicated.
4. A misdemeanor conviction of which the probation has been completed and the case has been judicially dismissed.

GENERAL INFORMATION: Conviction of a crime shall not necessarily bar an individual from University employment. Each situation will be reviewed by Human Resource Services and considered as to the relevance of the conviction to the employment sought by the applicant.

Applicants are advised that they may be fingerprinted upon employment and that an undisclosed previous conviction (with the exception of those specified above) shall be considered grounds for dismissal.

Questions regarding the disclosure of previous convictions should be discussed with Human Resources prior to the submission of the Employment Application or the Conviction Disclosure Form.

Thank you for your cooperation.

Name of Applicant: _____ Position applied for: _____

1 Describe specific offense: _____

If you were convicted, provide: Specific charge for which you were convicted: _____

Date of conviction: _____ Disposition (i.e., sentence): _____

Specific charge to be tried: _____ Expected trial date: _____

2 Describe specific offense: _____

If you were convicted, provide: Specific charge for which you were convicted: _____

Date of conviction: _____ Disposition (i.e., sentence): _____

Specific charge to be tried: _____ Expected trial date: _____

Please use back of form if more space is needed.

Signature: _____ Date: _____