

A311 Student Center
Irvine, CA 92697-2050
949.824.5252
www.studentcenter.uci.edu

Student Employment Application Form

About Student Center & Event Services

Student Center & Event Services provides the campus community and its guests with a variety of services and venues for social, recreational, cultural, and educational pursuits and is the primary resource for individuals and groups interested in holding a meeting, seminar, summer conference program or other event at UCI. Our guests include registered campus organizations, campus departments, conference and event attendees and first-time visitors.

We are a 7 day a week operation with hours varying from 6 a.m. - 12 midnight.

General Info and Education

Name: _____ Date: _____

Position(s) you are applying for (select all that apply):

AV Technician *Business Office Assistant (Finance/Human Resources)*

Information Technology *Marketing Assistant* *Marketing - Photographer*

Marketing - Videographer *Operations Crew* *Reservation Specialist*

Contact Information

Street Address: _____

City: _____ Zip: _____

Phone: _____ Email: _____

Education & Availability

Major: _____ Expected Date of Graduation: _____

Approximate Units per Quarter: _____ Cumulative G.P.A.: _____

Are you currently a full-time registered UCI student or will be in the upcoming quarter?

Yes No

Do you have work study?

Yes No

Are you a U.S. citizen, or can you provide evidence of your legal right to work in the U.S.?

Yes No

Have you ever been employed by UCI?

Yes No

If so, which department? _____

Work Experience

List the most recent part-time, full-time and volunteer experience that best relates to the position(s) you are applying for.

Company #1

Company Name: _____

Position/Title: _____

Address: _____

Supervisor's Name: _____ Supervisor's Title: _____

Supervisor's Phone: _____

Dates of Employment - From: _____ To: _____

Duties:

Reason for leaving: _____

May we contact this employer?

Yes No

Company #2

Company Name: _____

Position/Title: _____

Address: _____

Supervisor's Name: _____ Supervisor's Title: _____

Supervisor's Phone: _____

Dates of Employment - From: _____ To: _____

Duties:

Reason for leaving: _____

May we contact this employer?

Yes No

References

*Personal reference
OTHER THAN a relative/
classmate.*

Reference #1

Name: _____

Relationship: _____ Phone: _____

Reference #2

Name: _____

Relationship: _____ Phone: _____

I certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____

How to Submit Online

- Fill out this application.
- Save this PDF to a destination/folder of your choice.
- Click the submit button below to automatically launch your email program, or manually attach it to a new email composition, with sceshr@uci.edu as the recipient.
- Attach a cover letter (optional) and résumé in addition to the application.
- Send the email.

EMAIL

to sceshr@uci.edu

Privacy Notification

The State of California Information Practices Act of 1997 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information.

The principal purpose for requesting the information on this form is for payment of earnings, and for miscellaneous payroll and personnel matters, such as, but not limited to withholding of taxes, benefits, administration, and changes in title and pay status. University policy and State and Federal statutes authorize the maintenance of this information.

Furnishing all information requested on this form is mandatory—failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be used by various University departments for payroll and personnel administration and will be transmitted to the federal and State governments as required by law.

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 or Systemwide Staff Personnel Offices.

The official responsible for maintaining the information contained on this form is the Director of the Student Center & Events Services, University of California, Irvine, A311 Student Center Irvine, CA 92697-2050.

Nondiscrimination Statement

The University of California, Irvine provides equal access and opportunity in its services and employment. Furthermore, the University implements student and employment affirmative action programs.

Inquiries regarding the University's equal opportunity policies may be directed to 524 Administration Building, University of California, Irvine, CA 92697. You can call 949.824.8713 or email ucipolicy@uci.edu.