

# Employment Application

Department of Campus Recreation



Position Applying For: \_\_\_\_\_ Available to Start: \_\_\_\_\_  
*Please fill out one application per position for which you are applying*

Name: \_\_\_\_\_ CWID: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First MI*

Major: \_\_\_\_\_ Year: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_  
*Give only Local Address or Campus Residence*

Local Address: \_\_\_\_\_  
*Street City State Zip*

Campus Residence: \_\_\_\_\_  
*Campus Residence Box Number Room Extension*

Mobile Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

University Status:  Freshman  Sophomore  Junior  Senior  Graduate  
 Faculty  Staff  Crest Associate  Other: \_\_\_\_\_

Affiliation:  SOL  SPP  GSBM  GSEP  Seaver

## Please answer the following questions:

I have:  Federal Work Study  Pepperdine Work Program  Neither

I am willing to work nights and weekends:  Yes  No

I intend to work multiple jobs this year:  Yes  No

I have a valid driver's license:  Yes  No State \_\_\_\_\_ Type \_\_\_\_\_

I can provide proof of age at time of employment:  Yes  No

I am a U.S. citizen:  Yes  No\*

\*If No, please inquire at International Student Services on the second floor of the TAC about attaining a job at Pepperdine.

Have you ever been convicted for any offense other than minor traffic violations?

Yes\*  No \*If Yes, please explain \_\_\_\_\_

## Certifications and Expiration Dates:

Exp. Date	Exp. Date	Exp. Date
_____ CPR	_____ First Aid	_____ Personal Trainer
_____ CPR/FPR	_____ Fitness Instructor	_____ Title XXII
_____ EMT	_____ Lifeguard Training	_____ WSI
Other: _____		

## Please list two references: (at least one professional)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

(Please continue on back)

Please list your previous work experience starting with the most recent:

Employer/ Department	Position(s) Held	Duties Assigned	Reason(s) for Leaving	Dates of Employment
1.				
2.				
3.				

I am available to work:     Fall Semester     Winter Break     Summer  
*(Check all that apply)*                       Spring Semester     Spring Break     Other: \_\_\_\_\_

**Availability:**

Please write in **ALL AVAILABLE** times to work (available working hours include 6AM to midnight):

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

Total Hours Available to Work: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Date Turned In: _____	Name of Employee Receiving Application: _____
Date Hired: _____	Rate of Pay at Hire: _____
W-4/I-9: _____	Interview Date: _____
Status of Application: <input type="checkbox"/> Not Selected for Interview	<input type="checkbox"/> Placed in Pool <input type="checkbox"/> Not Placed in Pool <input type="checkbox"/> Hired
Reason for Non-Selection: <input type="checkbox"/> Did not meet minimum criteria	<input type="checkbox"/> Could not be contacted
<input type="checkbox"/> Not Interested	<input type="checkbox"/> Other: _____