

FOR OFFICE USE ONLY

Interview date _____ Time _____
Hired _____ Alternate _____ Not hired _____
Informed by _____ Date _____

POSITION APPLIED FOR:

Executive Director and/or Operations Manager

Application for Employment (Regular staff)
University Students' Cooperative Association
2424 Ridge Road, Berkeley, CA 94709
(510) 848-1936

Please fill out this application completely for each job you are applying for. Be sure to complete all attached pages. In addition, you may attach a resumé, reference letters, etc. if you wish. Please type or print neatly in pen.

NAME _____

ADDRESS _____ phone # _____

CITY, STATE, ZIP _____ e-mail address _____

Are you, or have you ever been, a member or staff person of this co-op? _____ When? _____ How long? _____

Have you been a member or worker in any other co-op or collective organization? _____ When? _____ How long? _____

Which one? _____ In what capacity? _____

Have you had any experience working with college students? _____

Please describe _____

Where did you hear about this job? _____ Newspaper: which one? _____

_____ Flyer posted: where? _____

_____ Friend or word of mouth

_____ Other: what? _____

Why did you apply for this job? _____

When can you start work? _____

If hired, how long are you willing to commit yourself to this job? _____

Have you ever been dismissed (fired) from a job? _____ If so, please explain _____

I certify that all statements on this application are true and complete to the best of my knowledge.

Signed: _____ Date: _____

Please note that if you are hired, you must provide proof of your eligibility to work in the United States before you start work. The USCA is an equal opportunity/affirmative action employer. We do not discriminate on the basis of race, ethnicity, national origin, sex, sexual preference, marital status, religion, veteran status, disability or age (between the ages of 40-70). We encourage you to complete the optional and confidential affirmative action form attached to this application.

PLEASE COMPLETE THE OTHER SIDE AND ANY ADDITIONAL PAGES TO THIS APPLICATION

EDUCATIONAL EXPERIENCE

	<u>Name</u>	<u>Location</u>	<u># years completed</u>	<u>Degree/certificate</u>
<i>High School</i>	_____	_____	_____	_____
<i>Technical School</i>	_____	_____	_____	_____
<i>College</i>	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
<i>Post-grad/</i>	_____	_____	_____	_____
<i>Professional</i>	_____	_____	_____	_____
	_____	_____	_____	_____

WORK EXPERIENCE

Please list most recent job first

- 1) Name and address of employer _____
 Starting date _____ Job title _____
 Ending date _____ Duties & responsibilities _____
 # hrs/wk _____
 Ending salary \$ _____ per _____ Reason you left _____
 Name of immediate supervisor _____ Phone _____ May we contact? _____

- 2) Name and address of employer _____
 Starting date _____ Job title _____
 Ending date _____ Duties & responsibilities _____
 # hrs/wk _____
 Ending salary \$ _____ per _____ Reason you left _____
 Name of immediate supervisor _____ Phone _____ May we contact? _____

- 3) Name and address of employer _____
 Starting date _____ Job title _____
 Ending date _____ Duties & responsibilities _____
 # hrs/wk _____
 Ending salary \$ _____ per _____ Reason you left _____
 Name of immediate supervisor _____ Phone _____ May we contact? _____

- 4) Name and address of employer _____
 Starting date _____ Job title _____
 Ending date _____ Duties & responsibilities _____
 # hrs/wk _____
 Ending salary \$ _____ per _____ Reason you left _____
 Name of immediate supervisor _____ Phone _____ May we contact? _____

- 5) Name and address of employer _____
 Starting date _____ Job title _____
 Ending date _____ Duties & responsibilities _____
 # hrs/wk _____
 Ending salary \$ _____ per _____ Reason you left _____
 Name of immediate supervisor _____ Phone _____ May we contact? _____

Please describe any volunteer or other life experience that you think helps qualify you for this job: _____

11. Describe your experience with computer programs:

Program:

Skill level:

12. This position generally works a 4-day work week, and is required to attend night meetings during the academic semester (averaging 2 per week). Will you be able to meet this requirement? _____

12 You may be required to work some weekends for training retreats, usually averaging 1-2 per academic semester. Will you be able to meet this requirement? _____

13 You will need to carry a pager/cell phone to be available for emergencies. This may require you to return to work off-hours on occasion. Will you be able to meet this requirement? _____

14. Please tell us in more detail why you are interested in this job, and anything else we should know about you that will help us in our decision-making process:

Name (please print): _____

Signature: _____ Date: _____

University Students' Cooperative Association
Optional Affirmative Action Form for Employment



An Equal Opportunity Employer

The USCA is an equal opportunity employer. It is our policy not to discriminate in hiring, training, promotion or retention of any job applicant or worker in the co-op (whether paid, room and board, or workshift) because of age, physical disability, ethnic background, marital status, national origin, political affiliation, race, religion, sex, gender, or sexual preference orientation. It is our policy to follow fair employment practices as mandated by Federal, State, and/or local law.

An Affirmative Action Employer

It is our policy to actively seek to recruit, employ, train, and promote qualified persons from those groups traditionally discriminated against in our society. The goal of the Affirmative Action Policy is to achieve overall parity between the USCA workforce and the general population from which our workforce is taken. In the case of jobs only open to members, the general population will be the entire membership of the USCA. In the case of jobs open also to the general public, the population shall be the general population of the Berkeley-Oakland area, as defined by governmental statistics (and any other applicable statistics, when government statistics are unavailable). Among equally qualified applicants, preference will be given to those applicants who will help to achieve affirmative action goals. This does not mean that a person will be hired solely because of her/his preferential status.

Please complete or do not complete, as you desire, this Optional Affirmative Action Form; declining to fill out this form will not be counted against you.

Optional Affirmative Action Form

I feel that I qualify for consideration under the USCA Affirmative Action Policy because:

(check those that apply)

- I am over forty years old
- I have a disability
- of my race/ethnicity/national origin (specify: _____)
- I am female
- of my sexual orientation
- Other (specify: _____)

Name (print _____)

Signed _____ Date _____

Position applied for _____

CONFIDENTIAL