



# EMPLOYMENT APPLICATION

IT IS IMPORTANT TO ANSWER ALL QUESTIONS AND HAVE PROPER I.D. TO YOUR GROUP INTERVIEW.

### Mandatory Documents

ONE item from below:

OR

ONE item from each category below:

- US Passport
- Unexpired Foreign Passport with attached Employment Authorization.
- Alien Registration Card with photo (photo must currently look like you).

**Category I** State Issued Driver's License or ID Card  
US Military Card

**Category II** Original Social Security Card  
Original Birth Certificate with State, County, or other official seal or certification  
Unexpired INS Employment Authorization

For what quarter are you applying? Fall  Winter  Spring  Summer

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

Preferred Name: \_\_\_\_\_ Perm # \_\_\_\_\_

### Address Information

Permanent Address: \_\_\_\_\_

Local Address: \_\_\_\_\_

Local phone: \_\_\_\_\_ Permanent phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Vital Statistics

Are you a registered UCSB student?  YES  NO

Highest Degree Earned  H.S.  B.A. Year earned? \_\_\_\_\_

Are you on Workstudy Program?  YES  NO

Have you attended a UCen Dining Services Group Orientation within the last year?  YES  NO If yes, when? \_\_\_\_\_

Have you worked on campus before (including volunteer work)?  YES  NO

If yes, which department? From \_\_\_\_\_ To \_\_\_\_\_ (Mo/Yr)

Relatives working on campus? \_\_\_\_\_ Which department? \_\_\_\_\_

Did a current UCen Dining Services employee refer this job to you?  YES  NO If yes, please fill in the following:

Their name: \_\_\_\_\_ Unit \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Called: \_\_\_\_\_ Units Hired For: \_\_\_\_\_ ID's:  YES  NO

Comments: \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Perm#:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

QUARTER: FALL  WINTER  SPRING  SUMMER

**SCHEDULING INFORMATION**

Associates must be willing to work a minimum of 10 hours per week ( Max. 20), as well as work the SCHEDULED number of hours during exams.

How many hours per week can you work? \_\_\_\_\_

**CLASS AND WORK SCHEDULE (Please use pencil)**

Place an ( X ) in the appropriate boxes that correspond to your scheduled class hours.

Class hours not within the normal 50 minute interval must be listed in each ( X ). For example, 11:00 - 12:15.

List other activities which prevent you from working during the day.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
05:00 - 07:00							
07:00 - 08:00							
08:00 - 09:00							
09:00 - 10:00							
10:00 - 11:00							
11:00 - 12:00							
12:00 - 1:00							
1:00 - 2:00							
2:00 - 3:00							
3:00 - 4:00							
4:00 - 5:00							
5:00 - 6:00							
6:00 - 7:00							
7:00 - 8:00							
8:00 - 9:00							

**PREFERENCES**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Why are you interested in working in the units that you listed as your preferences? \_\_\_\_\_  
 \_\_\_\_\_

How did you hear about UGen Dining Services?

Friend  Work Study  Table Tent  Sandwich Board  Target Vision  Web Site  Other \_\_\_\_\_

Are you willing to work:

Mornings?  Yes  No

Nights?  Yes  No

Weekends?  Yes  No

Do you have any reservations about working with raw meat?

No  Yes (please briefly explain) \_\_\_\_\_

Some jobs require washing pots or janitorial work. Are you willing to do this?  Yes  No

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Email** \_\_\_\_\_ **Perm#** \_\_\_\_\_

### PRIOR EMPLOYMENT

Employer, \_\_\_\_\_  
Address: \_\_\_\_\_

To/From \_\_\_\_\_ Wage \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Skills (customer service, register experience, food preparation, phone skills, computer experience, etc.): \_\_\_\_\_  
\_\_\_\_\_

Employer, \_\_\_\_\_  
Address: \_\_\_\_\_

To/From \_\_\_\_\_ Wage \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Skills (customer service, register experience, food preparation, phone skills, computer experience, etc.): \_\_\_\_\_  
\_\_\_\_\_

### EXPERIENCE

What previous job experience / special skills do you have?

- Cash Register       Phone Skills  
 Customer Service       Food Prep  
 Coffee Service       Others \_\_\_\_\_

Do you understand that when you take a job with Dining Services, it is for a full quarter, including Midterms, Dead Week, and Finals Week, and that you must work 110% of your hours during these times? \_\_\_\_\_

What is your idea of good customer service? \_\_\_\_\_  
\_\_\_\_\_

Do you have any prior coffee making experience? \_\_\_\_\_  
\_\_\_\_\_

Have you ever used any of the following?

- Slicer       Chopper       Fryer       Large Ovens       Others \_\_\_\_\_

Do you have a driver's license?       Yes       No

Have you ever driven a large delivery truck?       Yes       No

Do you have any physical limitations that would prohibit you from:

- Sweeping?       Yes       No      Mopping?       Yes       No      Heavy Lifting?       Yes       No

What best describes you? ( Circle one)

- A.) I like customer contact.  
B.) I prefer not to work with customers.  
C.) I do not care one way or the other.  
D.) I have no previous experience, but I'm willing to learn.