

Application for Temporary/Part-Time Telephone Employment
UCR Survey Research Center
1419 Life Sciences

NOTE: This application is for a Temporary, Part-Time Position

Position you are applying for _____

Date ____/____/____

Contact Information

Last Name _____ First Name _____

Street Address _____

City _____ State _____ Zip Code _____

Cellular Telephone (_____) _____ - _____ Home Telephone (_____) _____ - _____

Email address you check regularly _____

Availability

How many hours per week are you willing/available to work? _____

What date are you available to start? _____

Although the days and times we will conduct telephone interviews may change depending on the needs of our clients, we will generally be open for interviewing Monday-Thursday 5-9:00pm, Saturdays 12-7:00pm, and Sundays 12-6:00. Shifts will be approximately 2-6 hours each day—depending on interviewer availability and center needs. In case we need daytime hours, we would also like to know what days, if any, you are free. Please place an X in the boxes below to indicate the days and times you are available to work. *Placing an X does not mean you are available the entire time, just that you can work at least a few hours.*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00am-5:00pm							
M-R Evenings & Weekends							

Eligibility

If you are under age 18, can you provide required proof of eligibility to work? N/A Yes No

Can you provide proof of citizenship or authorization to work in the U.S. upon employment Yes No

Have you been convicted of a felony within the last ten years?
(Conviction will not necessarily prevent you from obtaining employment.) Yes No

Education

Have you received a high school diploma or obtained your GED? Yes No

Please indicate the years of education you have had:

Technical or Associates NA 1 2 3 4 Degree _____ Year _____

Bachelor's NA 1 2 3 4 Degree _____ Year _____

Post Graduate NA 1 2 3 4 Degree _____ Year _____

Military Service

Have you served in the U.S. Armed Forces or National Guard?

 Yes No

If so, which branch? _____

When did you serve? From _____ to _____

Current or Prior UCR Employment

Are you currently employed by UCR?

 Yes No

If yes, where are you employed? _____

Have you ever been employed by UCR

 Yes No

If yes, when were you employed? From _____ to _____

If yes, where were you employed? _____

Relative's UCR Employment

Do you have any relatives working for UCR?

 Yes No

If yes, how is that person related to you? _____

If yes, in what department does that person work? _____

Prior Employment Experience

Provide any other names under which you have been employed _____

Starting with your current or most recent employer, please give complete full-time and part-time employment history and any other relevant work experience. (Additional forms are available if necessary). Volunteer experience may be listed in the absence of paid employment.

Employer _____ Start Date: ____/____/____

Supervisor _____ Job Title _____ End Date: ____/____/____

Street Address _____

City _____ State _____ Zip Code _____

Telephone (____) _____ - _____ Hours Worked per Week: _____ May we contact this employer? Yes No

Briefly explain your job duties _____

Reason for leaving (if applicable) _____

Employer _____ Start Date: ____/____/____

Supervisor _____ Job Title _____ End Date: ____/____/____

Street Address _____

City _____ State _____ Zip Code _____

Telephone (____) _____ - _____ Hours Worked per Week: _____ May we contact this employer? Yes No

Briefly explain your job duties _____

Reason for leaving (if applicable) _____

Employer _____ Start Date: ____/____/____

Supervisor _____ Job Title _____ End Date: ____/____/____

Street Address _____

City _____ State _____ Zip Code _____

Telephone (____) _____ - _____ Hours Worked per Week: _____ May we contact this employer? Yes No

Briefly explain your job duties _____

Reason for leaving (if applicable) _____

Computer Training and Related Skills

Please list computer or other skills or training you have. Include foreign language skills. _____

I certify that the information given herein is true and complete to the best of my knowledge. I understand that the information may be verified by a representative of the University and, in the event of employment, I understand that false or misleading information given in my application or interview(s) may result in termination. I also understand that I am required to abide by all rules and regulations of the employer, including the requirements stated on the Confidentially Agreement (Signed upon employment)

Signature _____ Date _____