



APPLICATION FOR STAFF EMPLOYMENT

PLEASE PRINT OR TYPE APPLICATION FORM. THE ENTIRE FORM MUST BE COMPLETED.

PERSONAL INFORMATION:

TODAY'S DATE		EMAIL ADDRESS	
LAST NAME	FIRST NAME	Middle Initial	
ADDRESS	CITY	State	Zip
HOME PHONE	CELL PHONE		
ARE YOU CURRENTLY A STUDENT AT VANGUARD UNIVERSITY OF SOUTHERN CALIFORNIA (VUSC)?			YES <input type="checkbox"/> NO <input type="checkbox"/>
A. TYPE OF STUDENT: UNDERGRADUATE <input type="checkbox"/> GRADUATE <input type="checkbox"/> SPS <input type="checkbox"/>			
B. MAJOR:			
C. NUMBER OF UNITS CURRENTLY ENROLLED IN:			
ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? (Proof of identity and legal authority to work in the United States is a condition of employment.)			YES <input type="checkbox"/> NO <input type="checkbox"/>
ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION FOR WHICH YOU ARE APPLYING, EITHER WITH OR WITHOUT REASONABLE ACCOMMODATIONS?			YES <input type="checkbox"/> NO <input type="checkbox"/>
HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST SEVEN YEARS? (Conviction will not necessarily disqualify you from employment.)			YES <input type="checkbox"/> NO <input type="checkbox"/>
IF "YES", PROVIDE THE CASE NUMBER, COURT, AND SPECIFY THE FELONY CONVICTION.			

EMPLOYMENT DESIRED:

POSITION YOU ARE APPLYING FOR:			
SALARY DESIRED:	DATE YOU CAN START:		
ARE YOU CURRENTLY EMPLOYED?	YES <input type="checkbox"/> NO <input type="checkbox"/>	IF YOU ANSWERED "YES", MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?	YES <input type="checkbox"/> NO <input type="checkbox"/>
HOW DID YOU LEARN ABOUT THIS POSITION?			
HAVE YOU APPLIED FOR OTHER POSITIONS AT VANGUARD?			YES <input type="checkbox"/> NO <input type="checkbox"/>
IF "YES", PLEASE LIST THE POSITION(S):			

EDUCATION:

SCHOOL NAME AND LOCATION START WITH HIGH SCHOOL	MAJOR	DID YOU GRADUATE OR COMPLETE THE PROGRAM?	DEGREE EARNED

OTHER SKILLS/TRAINING:

Please list other skills/certifications that you possess or training that you have received which would qualify you for the position you are applying for. Please also specify any computer software programs that you are proficient in.

WORK HISTORY:

Please list your last four employers, starting with the most recent or current one first. Please also list all periods of unemployment of 1 month or more, specifying time frame and reasons. Please do not respond to any section with "See Attached."

DATES EMPLOYED	NAME & LOCATION OF EMPLOYER	YOUR POSITION TITLE	YOUR SALARY	REASON FOR LEAVING	SUPERVISOR'S NAME
FROM:					SUPERVISOR'S TITLE
TO:			HOURS PER WEEK		SUPERVISOR'S PHONE
DATES EMPLOYED	NAME & LOCATION OF EMPLOYER	YOUR POSITION TITLE	YOUR SALARY	REASON FOR LEAVING	SUPERVISOR'S NAME
FROM:					SUPERVISOR'S TITLE
TO:			HOURS PER WEEK		SUPERVISOR'S PHONE
DATES EMPLOYED	NAME & LOCATION OF EMPLOYER	YOUR POSITION TITLE	YOUR SALARY	REASON FOR LEAVING	SUPERVISOR'S NAME
FROM:					SUPERVISOR'S TITLE
TO:			HOURS PER WEEK		SUPERVISOR'S PHONE
DATES EMPLOYED	NAME & LOCATION OF EMPLOYER	YOUR POSITION TITLE	YOUR SALARY	REASON FOR LEAVING	SUPERVISOR'S NAME
FROM:					SUPERVISOR'S TITLE
TO:			HOURS PER WEEK		SUPERVISOR'S PHONE

REFERENCES:

Please provide the names of three individuals, other than relatives, who have knowledge of your work experience and/or education.

NAME AND ADDRESS	PHONE	TYPE OF RELATIONSHIP	YEARS KNOWN

INCOMPLETE OR UNSIGNED APPLICATIONS WILL NOT BE ACCEPTED.

By signing below, I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false, fraudulent, or misleading oral or written statement contained in my application materials or made in the course of any related employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment, or dismissal from employment at Vanguard University of Southern California (VUSC).

I authorize VUSC and its agents to investigate all statements contained herein. I further authorize references and employers listed on my application materials to give VUSC any and all information concerning my previous employment and any pertinent information they may have, personal and otherwise, and release them from all liability for any damage that may result from utilization of such information.

I understand that if employed by VUSC, I will be considered an "at will" employee and my employment may be terminated at any time with or without notice and warning. Employees at VUSC have no employment agreements guaranteeing continuous service and may resign at their option or be terminated at the option of VUSC.

I also understand and agree that no representative of VUSC has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized university representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I hereby acknowledge that I have read the foregoing in its entirety and understand it.

APPLICANT'S SIGNATURE

DATE

Please submit this application along with a current resume to:

**Human Resources
Vanguard University of Southern California
55 Fair Drive
Costa Mesa, CA 92626**

Phone: (714) 556-3610 x4400

Email: RESUME@Vanguard.edu

***Vanguard University of Southern California (VUSC)
does not discriminate on any basis prohibited by law.***

Vanguard University of Southern California, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (formerly the Campus Security Act), provides prospective employees, students and their parents access to its Annual Security Report. The report describes the university's safety and security services and procedures and provides crime and disciplinary referral statistics for the three previous years.

You may obtain a copy of this report by contacting: The Campus Safety Department, Vanguard University of Southern California, 55 Fair Drive, Costa Mesa, CA 92626, phone: (714) 556-3610 x4990, email: CampusSafetyDirector@Vanguard.edu.