

# UCSD Resume Supplement and Application

---

Name as it appears on your resume: \_\_\_\_\_

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

Home Telephone: (    ) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

I am interested in a position that is: [Check all that apply]

- Full-Time Regular                       Part-Time Regular                       On Call/Variable Schedule  
 Full-Time Temporary                       Part-Time Temporary                       Per Diem       Shift: \_\_\_\_\_

**Employment History:** [Use additional sheets if necessary]

---

Current/Last Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_  
Supervisor/Title: \_\_\_\_\_ Supervisor's Tel (    ) \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact?  Yes       No  
Duties Performed: \_\_\_\_\_

---

---

Current/Last Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_  
Supervisor/Title: \_\_\_\_\_ Supervisor's Tel (    ) \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact?  Yes       No  
Duties Performed: \_\_\_\_\_

---

---

Current/Last Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_  
Supervisor/Title: \_\_\_\_\_ Supervisor's Tel (    ) \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact?  Yes       No  
Duties Performed: \_\_\_\_\_

---

---

Current/Last Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_  
Supervisor/Title: \_\_\_\_\_ Supervisor's Tel (    ) \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact?  Yes       No  
Duties Performed: \_\_\_\_\_

---

---

Current/Last Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_  
Supervisor/Title: \_\_\_\_\_ Supervisor's Tel (    ) \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact?  Yes       No  
Duties Performed: \_\_\_\_\_

---

---

# UCSD Resume Supplement and Application

---

What is the minimum salary you are willing to accept? \_\_\_\_\_

Additional information not listed on your resume:

Describe periods of unemployment, work interests, special skills and training, U.S. Armed Forces, and volunteer experience. You may also use this section to describe major accomplishments and skills that may be in a cover letter/letter of interest.

---

---

---

---

---

---

---

---

Yes  No **Are you at least 18 years of age?**

Yes  No **Do you possess any professional licenses or certifications?**

**Title:** \_\_\_\_\_ **#:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **#:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

Yes  No **Are you currently employed by UCSD?**

Current Title: \_\_\_\_\_

Current Status:  Career  Limited  Probationary  Per Diem

Contract  Temporary Employment Services (TES)

Preferential Rehire: Layoff/Reduction in Time from Career Position

Special Selection as Designated by the Employee Rehabilitation Office

Yes  No **Have you ever been employed by the University of California?**

Provide campus, dept., and dates: \_\_\_\_\_

Other name(s) used while employed: \_\_\_\_\_

Yes  No **Do you have any relatives who are currently employed at UCSD or UCSD Healthcare?**

Provide name, department and relationship: \_\_\_\_\_

Yes  No **Have you ever been a member of the UC Retirement Program?**

Yes  No **Are you currently receiving UC Retirement Annuity?**

Yes  No **Upon hire, will you be able to provide proof of eligibility to work in the US?**

[As specified in the Immigration Reform and Control Act of 1986]

Yes  No **Have you ever been convicted of a felony or misdemeanor which resulted in imprisonment, probation, or a fine of more than \$500.00?** If yes, please explain below and complete the **UCSD Applicant Criminal Conviction Disclosure** form. A conviction will not necessarily disqualify you from employment. Preemployment background checks may be required for certain designated positions at UCSD. Do not include minor violations. (Drunk driving, reckless driving, hit-and-run driving, and failure to appear are not "minor" convictions.)

I hereby certify that all statements on my resume and Resume Supplement are true and complete to the best of my knowledge. I understand that any falsification of this record or failure to disclose fully the information requested may be cause for precluding me from further consideration for employment or, if employed, may be cause for termination. Additionally, I acknowledge that any offer of employment is contingent upon a satisfactory reference and background check report.

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

Mail completed form to: UCSD Human Resources; 9500 Gilman Drive, Dept. 0967; La Jolla, CA 92093-0967

*UCSD is an Equal Opportunity/Affirmative Action Employer*