

USC University Club

Student Employment Application

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin, Public Law 90-202 prohibits discrimination against the handicapped.

Name _____ Today's Date _____

Address _____ Telephone _____

_____ Soc. Sec. No _____

Department(s) Interested In:

Restaurant Office/ Administrative Banquet/ Catering Services Any Department

Work Schedule: Part Time _____ Temporary _____ Full Time _____

Work study? Yes _____ No _____ Referred by: _____

Have you applied for employment at USC before? _____ When? _____

Have you been employed at USC before? _____ When? _____

If you are not a U.S. Citizen, do you have the legal right to be employed in the U.S.? _____ Visa No. _____

In case of emergency notify:

Name _____ Address _____ Telephone _____

Have you served in the armed services? _____ If so, when? _____

Have you ever been convicted of anything other than a minor traffic violation? _____

Please Indicate the Hours That You Are Available to Work Below

Days	7am	8	9	10	11	12pm	1	2	3	4	5	6	7	8	9	10	
Example 8am-5pm																	
Mon																	
Tues																	
Wed																	
Thur																	
Fri																	
Sat																	
Sun																	

EMPLOYMENT RECORD: LIST MOST RECENT EMPLOYMENT FIRST

Dates: From _____ To _____
Name of Company _____ Title _____
Address _____
Telephone _____ Salary _____ Supervisor _____

Dates: From _____ To _____
Name of Company _____ Title _____
Address _____
Telephone _____ Salary _____ Supervisor _____

Dates: From _____ To _____
Name of Company _____ Title _____
Address _____
Telephone _____ Salary _____ Supervisor _____

Dates: From _____ To _____
Name of Company _____ Title _____
Address _____
Telephone _____ Salary _____ Supervisor _____

SKILLS

Check those skills with which you are familiar either through experience or training.

____ Typing ____ WPM ____ PC ____ Word Programs ____ Restaurant ____ Administrative
____ Payroll ____ Accounting ____ Inventory ____ Invoice ____ Serving

I hereby certify that the entries on this form and the statement made by me are true and correct without any mental reservation whatsoever. I also authorize my former employers and other individuals to give any information concerning me, whether or not it is on their records and I hereby release them and their companies from any liability whatsoever. I understand that I will be subject to dismissal in this application is found to be untrue.

An Equal Opportunity Employer

APPLICANTS SIGNATURE _____

**Return completed applications to the University Club
Monday through Friday between the hours of 2:30 pm and 4:30 pm only.**

Office Use Only:

Date Hired _____ Dept. _____ Title _____ Rate _____