

Job Title \_\_\_\_\_  
Job Number \_\_\_\_\_  
Name of Applicant \_\_\_\_\_



UNIVERSITY *of* CALIFORNIA

# Agriculture & Natural Resources

---

## Application for Employment

---

### Instructions

- Please complete all pages of the application.
- Resume, cover letter, and supporting material may be attached.
- Applications may be submitted in person, or by mail or fax. See the job's position vacancy announcement for mailing address / fax number.
- A separate application must be submitted for each job opening.
- Photocopies may be submitted in place of an original application.

### Information

- Applications are accepted if received by 5:00 p.m. on the closing date.
- Application and supporting material will not be returned.
- Please allow at least six weeks after the announced closing date for a reply to your application.

University of California  
Agriculture & Natural Resources

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, prospective employees are entitled to request and receive a copy of the Annual Security Report of any campus of the University at which they are considering employment. Each Security Report includes statistics for the past three years concerning crimes (whether they occurred on campus, in off-campus buildings or property owned or controlled by the University, or on public property adjacent to campus) reported to campus security authorities. Each Report also provides campus policies and practices concerning security - how to report sexual assault and other crimes, crime prevention efforts, policies/laws governing alcohol and drugs, victims' assistance programs, student discipline, campus resources, and other matters. Security Reports for each campus of the University are available on-line through the following Universitywide link: <http://www.ucop.edu/news/clery/crimeprev.html>. If you do not have access to the internet, you may obtain a copy of the Security Report for the Office of the President through the Berkeley campus, who reports for the Office of the President, by submitting a request in writing directly to: University of California, Berkeley, Chief of Police, 1 Sproul Hall, Berkeley, CA 94720-1199. For information on individual city and county crime statistics throughout California, see the following website: <http://caag.state.ca.us/cjsc/datalabs.htm>

## Please complete for each application

### Recruitment Sources

Please indicate how you heard of this job vacancy:

- Office of the President Job Announcement/Bulletin
- Office of the President employee
- Temporary Office of the President Staffing (TOPS)
- EDD Referral
- Community or Professional Organization (*please specify*): \_\_\_\_\_
- Internet (*please specify*): \_\_\_\_\_
- Magazine/Journal advertisement (*please specify*): \_\_\_\_\_
- Newspaper advertisement (*please specify*): \_\_\_\_\_
- Other UC Campus/Lab (*please specify*): \_\_\_\_\_
- Other (*please specify*): \_\_\_\_\_

This information will be used to improve recruitment efforts.

### Privacy Notification Statement

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply personal information about themselves: (1) the principal purpose for requesting and collecting the personal information on this form is to comply with applicable State and Federal laws; (2) providing the personal information is mandatory, unless otherwise noted; (3) the personal information will be kept confidential and used only in accordance with applicable laws; (4) the personal information will be given to government enforcement agencies if these agencies request such information, or as otherwise required by law; (5) individuals have the right to review their own records in accordance with University personnel policies and collective bargaining agreements; information on applicable policies and agreements can be obtained from the Human Resources & Benefits Office; (6) the University offices that are responsible for maintaining the information are the Office of Affirmative Action and the office of Staff Personnel Services, Division of Agriculture & Natural Resources.

### Nondiscrimination and Affirmative Action Policy Statement

The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). University Policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's affirmative action and equal opportunity policies may be directed to:

University of California  
Agriculture & Natural Resources:  
Office of Affirmative Action  
300 Lakeside Drive, 6<sup>th</sup> Fl.  
Oakland, CA 94612-3550

### Affirmative Action/Equal Employment Opportunity Data

The following information is requested to comply with Federal reporting requirements. The information is necessary for statistical analyses of applicant flow data in administering Agriculture & Nat. Res.'s equal employment opportunity/affirmative action program. Furnishing the information is voluntary; there is no penalty for not providing it.

Please select one category only. If two or more racial/ethnic categories are applicable, choose the one category with which you most closely identify.

#### Race/Ethnicity:

- White, non-Hispanic: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).
- Black/African-American, non-Hispanic: A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition.

Gender:  Male  Female

## INVITATION TO SELF-IDENTIFY for VIETNAM ERA VETERANS AND WAR/CAMPAIGN/EXPEDITION VETERANS

*(Pursuant to 41 CFR Part 60-250.42 implementing the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended)*

### Instructions to the Applicant:

You are invited to complete this form if you are a Vietnam era veteran or a war/campaign/expedition veteran (a veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized - refer to the list below for the campaigns and expeditions) so that the University may include you under its affirmative action program.

The University of California is a Federal Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, which required Government contractors to take affirmative action to employ and advance in employment qualified special disabled veterans, Vietnam era veterans, and war/campaign/expedition veterans.

It is the policy of the University to undertake affirmative action, consistent with its obligations as a Federal contractor, for special disabled veterans, Vietnam era veterans, and war/campaign/expedition veterans. If you are a **Vietnam era veteran** or **war/campaign/expedition veteran**, you may inform the University of your desire to benefit under the program at this time and/or any time in the future.

Name: \_\_\_\_\_

**Vietnam Era Veteran**

*A veteran who (1) served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred (i) in the Republic of Vietnam between February 28, 1961 and May 7, 1975 or (ii) between August 5, 1964 and May 7, 1975, in all other cases; or (2) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed (i) in the Republic of Vietnam between February 28, 1961 and May 7, 1975 or (ii) between August 5, 1964 and May 7, 1974, in all other cases.*

**War/Campaign/Expedition Veteran**

*A veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.*

### MILITARY OPERATIONS SINCE 1937 FOR WHICH A CAMPAIGN OR EXPEDITIONARY MEDAL HAS BEEN AWARDED, EXCEPT FOR OPERATIONS OCCURRING DURING A DECLARED WAR

Military Operation	Inclusive Dates	Military Operation	Inclusive Dates
Army Occupation of Austria	May 9, 1945 - July 27, 1955	<b>Armed Forces Expeditionary Medal (AFEM) for these operations (cont):</b>	
Army Occupation of Berlin	May 9, 1945 - October 2, 1990	Lebanon	July 1, 1958 - Nov. 1, 1958 and July 1, 1983 - December 1, 1987
Army Occupation of Germany	May 9, 1945 - May 5, 1955	Libyan Area: Operation	
Army Occupation of Japan	September 3, 1945 - April 27, 1952	El Dorado Canyon	April 12, 1986 - April 17, 1986
China Service Medal (Extended)	September 2, 1945 - April 1, 1957	Mayaguaz Operation	May 15, 1975
Korean Service	June 27, 1950 - July 27, 1954	Panama: Operation Just Cause	Dec. 20, 1989 - January 31, 1990
Navy Occupation of Trieste	May 8, 1945 - October 25, 1954	Persian Gulf: Operation Earnest Will	July 24, 1987 - August 1, 1990
Navy Occupation of Austria	May 8, 1945 - October 25, 1955	Operation Southern Watch	December 1, 1995 - Present
Navy Units of the Sixth Fleet	May 9, 1945 - October 25, 1955	Operation Vigilant Sentinel	Dec. 1, 1995 - February 1, 1997
SW Asia Service Medal	August 2, 1990 - Nov. 30, 1995	Operation Desert Thunder	November 11, 1998 - Dec. 22, 1998
Vietnam Service Medal (VSM)	July 4, 1965 - March 28, 1973	Operation Desert Fox	December 16, 1998 - Dec. 22, 1998
<b>Armed Forces Expeditionary Medal (AFEM) for these operations:</b>		Persian Gulf Intercept Operation	December 1, 1995 - Present
Berlin	August 14, 1961 - June 1, 1963	Quemoy and Matsu Islands	August 23, 1958 - June 1, 1963
Bosnia: Operation Joint Endeavor	Nov. 20, 1995-Dec. 20, 1995	Somalia: Operation Restore Hope	December 5, 1992 - March 31, 1995
Operation Joint Guard	December 20, 1996 - present	Taiwan Straits	August 23, 1958 - January 1, 1959
Operation Joint Forge	June 21, 1998 - present	Thailand	May 16, 1962 - August 10, 1959
Cambodia	March 29, 1973-August 15, 1973	Vietnam and Thailand	July 1, 1958 - July 3, 1965
Cambodia Evacuation		Vietnam Evacuation	April 29, 1975 - April 30, 1975
(Operation Eagle Pull)	April 11, 1975 - April 13, 1975	<b>Navy Expeditionary Medal and Marine Corps Expeditionary Medal for these operations:</b>	
Congo	July 14, 1960 - Sept. 1, 1962 and Nov. 23, 1964 - Nov. 27, 1964	Cuba	January 3, 1961 - October 23, 1962
Cuba	October 24, 1962 - June 1, 1963	Indian Ocean/Iran	Nov. 21, 1979-October 21, 1981
Dominican Republic	April 28, 1965 - Sept. 21, 1966	Iran/Yemen/Indian Ocean	December 8, 1978 - June 6, 1979
El Salvador	January 1, 1981-February 1, 1992	Lebanon	August 20, 1982 - May 31, 1983
Grenada: Operation Urgent Fury	October 23, 1983-Nov. 21, 1983	Liberia: Operation Sharp Edge	August 5, 1990 - February 21, 1991
Haiti: Operation Uphold Democracy	Sept. 16, 1994 - March 31, 1995	Libyan Area	January 20, 1986 - June 27, 1986
Iraq: Operation Northern Watch	January 1, 1997 - present	Panama	April 1, 1980 - June 13, 1990 and February 1, 1990 - June 13, 1990
Korea	October 1, 1966 - June 30, 1974	Persian Gulf	February 1, 1987 - July 23, 1987
Laos	April 19, 1961 - October 7, 1962	Rwanda: Operation Distant Runner	April 7, 1994 - April 18, 1994
		Thailand	May 16, 1962 - August 10, 1962

## Personal

Name (Last, First, Middle)

## Applying for:

Job #

Job Title

Address Number, Street

City

State

ZIP

Phone Numbers Day

Eve

Fax

E-mail

Other names previously used for school or employment

If you are not a U.S. citizen, do you have a current work permit?\*

YES  NO

Have you ever been employed by the University, a DOE Laboratory, or the State of California?  YES  NO

Dates (from) \_\_\_\_\_ (to) \_\_\_\_\_ Where employed? \_\_\_\_\_

Do you have any relatives employed in the Office of the President?  YES  NO

Name \_\_\_\_\_ Dept \_\_\_\_\_ Relationship \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor which resulted in imprisonment or probation?  YES  NO

You may omit:

1. Traffic violation for which the fine imposed was \$300 or less.
2. Any offense which was finally settled in a juvenile court or referred to the youth authority.
3. Any incident that has been sealed under Welfare and Institution Code Section 781 or Penal Code Section 1203.45.
4. Any conviction specified in Health and Safety Code Section 1136.5 which pertains to various marijuana offenses.

If your answer is yes, we will need you to complete the Conviction Statement Form (copy available in our office) in order for your application to be considered. **A conviction will not necessarily disqualify you from consideration for employment.** (This information will remain confidential pursuant to law.)

## Available for Temporary Positions

Would you be interested in temporary assignments in the TOPS (Temporary Office of the President Staffing) Program?  YES  NO

## Education/Training/Professional or Technical Certification

Completion of High School or GED?  YES  NO

Higher Education/Training Institute	Location	Major/Subjects Studied	No. Years Completed	Degree/Diploma Prof. Cer./License Earned

## Qualifications and Background

Summarize the qualifications and background that support your application for this position:

- Under Federal law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986.

## Employment

If you attach your résumé, please remember to fill out your salary history and reason for leaving.

From Mo.          Yr.		To Mo.          Yr.		Firm Name	Type of Business
Hours per week	Salary Beginning \$	Salary End \$	Firm Address		Position Title
Name of Supervisor		Supervisor's Phone Number		Firm City/State/ZIP	

Duties

Reason for Leaving

May we contact your current or most recent employer  YES  NO

From Mo.          Yr.		To Mo.          Yr.		Firm Name	Type of Business
Hours per week	Salary Beginning \$	Salary End \$	Firm Address		Position Title
Name of Supervisor		Supervisor's Phone Number		Firm City/State/ZIP	

Duties

Reason for Leaving

May we contact your current or most recent employer  YES  NO

From Mo.          Yr.		To Mo.          Yr.		Firm Name	Type of Business
Hours per week	Salary Beginning \$	Salary End \$	Firm Address		Position Title
Name of Supervisor		Supervisor's Phone Number		Firm City/State/ZIP	

Duties

Reason for Leaving

May we contact your current or most recent employer  YES  NO

I certify that all statements on this application are true and complete to the best of my knowledge and belief and, if employed, I understand that any misrepresentation, falsification, or omission of facts may be grounds for disqualification or separation.

*By signing the application, I authorize the University of California to verify the information on this form and any other materials which I have submitted as part of the application process and to contact my references if I become a final candidate for the position.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*