San Francisco State University

Housing Business Office Assistant

PREREQUISITE:

Must be an SF State student and are required to maintain a 2.35 minimum GPA during term of employment

PLEASE RETURN COMPLETED APPLICATIONS TO:

University Housing Business Office
Attn: Business Office Student Assistant Selection
800 Font Boulevard
Mary Ward Hall
San Francisco, CA 94132-4036
Fax: (415) 338-6219
Business Office Assistant Checklist

Please attach this form to the top of your application.

Name: ______________________________________

_____ Attach a copy of your resume.

_____ Complete Student Assistant Application.

_____ Attach a copy of your unofficial SF State transcripts (found on mySFSU on the SFSU webpage).

_____ Turn in application and all required information to the Housing Business Office in Mary Ward Hall.

Applicant’s Agreement

The information provided on this application is accurate to the best of my knowledge. I also authorize the release of my transcripts, academic schedule and grades by the appropriate University Office to verify any of the above SF State information. If employed, I will promptly inform the employer of any changes in this information. I am aware that Housing Business Office Assistant employment is part-time and at-will; the employer or employee may terminate employment at any time. I agree to complete the pre-employment processing which also includes signing the Oath of Allegiance to California and fingerprinting by UPD.

Signature______________________________ Date________________________

Please provide the following information. This data is being collected for statistical purposes in order to comply with the U.S. Department of Education Office for Civil Rights guidelines. Your completion of this section is voluntary. Your responses are optional and will remain confidential and will not affect your employment opportunities at the University.

Ethnic Origin:

☐ African American/Black ☐ Native American ☐ Asian
☐ Filipino ☐ Latino ☐ White
☐ Other/Decline to State

Gender: ☐ Female ☐ Male ☐ Other/Decline to State
Business Office Assistant Employment Application
(Please print or type)

PERSONAL DATA

Last Name: ________________________________ First Name: ________________________________

SF State ID #: ________________________________ Email Address: ________________________________

Primary Phone Number: __________ Alternate Phone Number: __________

Academic Address:

Building: _________________ Room/Apt#: ______

Street/Apt#: ____________________________ City: __________ State: ____ Zip: ________

Permanent Address:

Street/Apt#: ____________________________ City: __________ State: ____ Zip: ________

EMERGENCY CONTACT INFORMATION
(Person you would like for us to contact in event of an emergency)

Last: ________________________________ First: ________________________________ MI: ______

Street/Apt#: ____________________________ City: __________ State: ____ Zip: ________

Primary Phone Number: __________ Alternate Phone Number: __________
ENROLLMENT INFORMATION

Are you enrolled at least half-time at SF State? □ Yes □ No
(If not, you are not eligible to apply.)

☐ Freshman  ☐ Sophomore  ☐ Junior  ☐ Senior  ☐ Grad  Current Semester Units:_____

Major:__________________  Career Goal:______________________________

Current Semester GPA:______  Overall GPA:______

Have you worked for SF State within the last year? □ Yes □ No

Have you ever been convicted of a felony? □ Yes □ No

Are you currently employed? □ Yes □ No

If yes, and you are planning to continue with your current employer while working for University Housing, please complete the following:

Employer Name:__________________  Department:__________________
Street:__________________________  City:____________  State:_____  Zip:__________

Hours per week you will continue to work:______

EXTRACURRICULAR ACTIVITIES: (Use additional sheets if necessary)

The position you are applying for is year-round, including academic breaks. Is there any reason you may not be able to fulfill this obligation (e.g. graduation, study abroad, other jobs/internships, extra curricular, etc.)?

________________________________________________________________________

________________________________________________________________________

List involvement (volunteer or paid), including dates, with campus and/or community organizations, and list offices held and respective responsibilities.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
QUALIFICATIONS AND EXPERIENCE

Please list your computer experience:

☐ None ☐ PC ☐ Macintosh ☐ Word Processing ☐ Data Entry ☐ Other ________________________________

Describe any software you have used: ________________________________

What languages, other than English, do you speak? ________________________________

Please list any additional skills you have which you feel might qualify you for this position:

________________________________________

________________________________________

PREVIOUS WORK EXPERIENCE (Please list most recent/current first)

1. Position: _______________ Employer: ________________________________
   Address: ________________________________
   Telephone: _______________ Dates Worked: __________ Salary: __________
   Supervisor: ________________________________ Reason for Leaving: ________________________________
   Duties/Responsibilities: ________________________________

2. Position: _______________ Employer: ________________________________
   Address: ________________________________
   Telephone: _______________ Dates Worked: __________ Salary: __________
   Supervisor: ________________________________ Reason for Leaving: ________________________________
   Duties/Responsibilities: ________________________________

3. Position: _______________ Employer: ________________________________
   Address: ________________________________
   Telephone: _______________ Dates Worked: __________ Salary: __________
   Supervisor: ________________________________ Reason for Leaving: ________________________________
   Duties/Responsibilities: ________________________________
PROFESSIONAL JOB REFERENCES

Name: ____________________________ Relation: ____________________________
Address: ____________________________ Telephone: ____________________________

Name: ____________________________ Relation: ____________________________
Address: ____________________________ Telephone: ____________________________

WORK AVAILABILITY

Total hours per week you are available to work for the Housing Business Office: ______

Please make a check in each time slot that you are available to work.

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WRITING SAMPLE

Please attach a typed response to the following sample email. You do not need to know specific SF State Housing policy; you may make up information to answer the prompt.

“Dear Housing Office,
My son has recently lowered his meal plan, but his account wasn’t changed and I accidentally paid extra for this month! I need a refund of this extra money I have paid, as soon as possible. Also, my son is not getting along with his roommate and wants to change rooms. I need to speak with someone immediately about this issue. Please provide the contact information for a supervisor who can help me.

Thank you, Francesca Gator”