



SAN FRANCISCO

STATE UNIVERSITY

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:

- | | | |
|---|--|--------------------------------|
| <input type="checkbox"/> African American/Black | <input type="checkbox"/> Native American | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> Latino | <input type="checkbox"/> White |
| <input type="checkbox"/> 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: _____
Address: _____

Relation: _____
Telephone: _____

Name: _____
Address: _____

Relation: _____
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.

Shift	Monday	Tuesday	Wednesday	Thursday	Friday
9am - 10am					
10am - 11am					
11am - 12pm					
12pm - 1pm					
1pm - 2pm					
2pm - 3pm					
3pm - 4pm					
4pm - 5pm					

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 ”