



**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 for the academic year. 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**

Can you type?  Yes  N    Typing Speed:\_\_\_\_\_ Ten key calculator?  Yes  No

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.**

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