

STUDENT EMPLOYMENT APPLICATION

You must be a current enrolled UCI Student to apply.

Division of Continuing Education Students – please contact your assigned advisor to determine employment verification before applying.

SUBMISSION: Please email completed applications to diningjobs@uci.edu.

Today's Date: _____

First Name: _____ **M.I.:** _____ **Last Name:** _____

Date of Birth: _____ **Email address:** _____ **Phone:** _____

Location(s) Desired (Check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Bren Events Center/Concessions | <input type="checkbox"/> Panera Bread | <input type="checkbox"/> The Green Room |
| <input type="checkbox"/> B+F/TLC @ Student Center | <input type="checkbox"/> Phoenix Food Court | <input type="checkbox"/> Zot-n-Go Market @ Student Center |
| <input type="checkbox"/> Catering – Banquet Server | <input type="checkbox"/> Residential Dining – The Anteatory | <input type="checkbox"/> Zot-n-Go Express @ Continuing Education |
| <input type="checkbox"/> Catering – Kitchen | <input type="checkbox"/> Residential Dining – Brandywine | <input type="checkbox"/> Zot-n-Go Express @ Mesa Court |
| <input type="checkbox"/> Halal Shack | <input type="checkbox"/> Starbucks @ Student Center | <input type="checkbox"/> Zot-n-Go Express @ Side Door |
| <input type="checkbox"/> Java City Kiosk | <input type="checkbox"/> Starbucks @ Biological Sciences | <input type="checkbox"/> Zot-n-Go Express @ Social Sciences |
| <input type="checkbox"/> Jamba Juice | <input type="checkbox"/> Starbucks @ Paul Merage | |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Subway | |
| <input type="checkbox"/> Med Ed Café | | |
| <input type="checkbox"/> Panda Express | | |

Have you ever worked at UCI? ☐ YES ☐ NO **If YES, which department** _____

Are you a Full Time Registered UCI Student? ☐ YES ☐ NO **Expected Graduation Date:** _____

Do you have a Financial Aid Work Study Award? ☐ YES ☐ NO

Do you have a valid CA Driver's License? ☐ YES ☐ NO

NAME OF MOST RECENT EMPLOYER

Company: _____ **Employment Dates:** _____

Supervisor: _____ **Phone:** _____

City/State: _____ **Duties:** _____

May we contact this employer: ☐ YES ☐ NO _____

WORK AVAILABILITY

Please **mark off** the days and hours that you **CANNOT** work. Be sure to leave your AVAILABLE HOURS BLANK to ensure full consideration for a job.

Please check off which quarter this schedule is for: ☐ FALL ☐ WINTER ☐ SPRING ☐ SUMMER

HOURS	SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
12:00 AM							
1:00 AM							
2:00 AM							

Number of hours would you prefer to work each week: _____ Minimum (12 hrs.) _____ Maximum (19.5 hrs.)

I certify that my answers are true and complete to the best of my knowledge

Signature: _____ Date: _____

Contact us if you have any questions:

Diana Garcia: (949) 824-1279

Jackie Galvan: (949) 824-7965

Nondiscrimination Statement: The University of California, in accordance with applicable federal and state laws and university policy, prohibits discrimination against or harassment of any person at the University on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, sexual orientation, citizenship, age, or service in the uniformed services. The University also prohibits sexual harassment and sexual violence. These policies cover admission, employment, access, and treatment in University programs and activities. The University of California also prohibits employment discrimination based on genetic information (including family medical history), gender, and gender expression.

Conditions of Employment:

The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire UCI community. As part of this commitment, all applicants who accept an offer of employment must comply with the following conditions of employment:

- Background Check and Live Scan
- Employment Misconduct*
- Legal Right to Work in the United States
- Vaccination Policies
- Smoking and Tobacco Policy
- Drug Free Environment

**Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.*

The following additional conditions may apply, some of which are dependent upon business unit or job specific requirements.

- California Child Abuse and Neglect Reporting Act
- E-Verify
- Pre-Placement Health Evaluation

Details of each policy may be reviewed by visiting the following page: <https://hr.uci.edu/new-hire/conditions-of-employment.php>

CONDITIONS OF EMPLOYMENT MICROSITE

[GENERAL CONDITIONS OF EMPLOYMENT »](#)

- [Background Check & Live Scan »](#)
- [Employment Misconduct](#)
- [Child Abuse and Neglect Reporting »](#)
- [E-Verify »](#)
- [Legal Right to Work in the U.S. »](#)
- [Pre-Placement Health Evaluation »](#)

General Conditions of Employment (Explanations)

Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

a. "Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

OFFER LETTERS/ASSIGNMENT CONFIRMATIONS

The following information summarizes the terms and conditions of this offer of employment. Employment is contingent upon successful completion and receipt of acceptable background check results inclusive of employment misconduct. The Employment Misconduct process requires that you disclose any final and judicial decisions within the last seven years determining that you committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct.

Additionally, employment contingencies include continued Live Scan monitoring, completion of all new employee paperwork, and your ability to demonstrate your legal right to work in the United States.