SONOMA STATE UNIVERSITY | ACADEMIC PERSONNEL

FACULTY NEW EMPLOYEE INFORMATION FORM

For Use By Newly Hired Temporary Appointments through Academic Personnel

Position Applying For:		**Requisition #:**
EMPLOYEE NAME (as seen on Social Security Card)		
Last Name:	**First Name:**	**Middle Initial:**
Birthdate (no year):	**Last 4 digits of Social Security Number:**	
Street Address:		
City:	**State:**	**Zip Code:**
Home Phone:	**Mobile Phone:**	**E-Mail:**

WORK AUTHORIZATION

If hired, you will be required to furnish proof that you are legally authorized to work in the U.S.
Can you furnish such proof? ◯ **Yes** ◯ **No**

EDUCATION: Please list information for all Degrees

Name of Universities/Colleges Attended	Location (City, State)	Month/Year Conferred	Conferred Degree/Major

Please attach current curriculum vitae (if not previously submitted during search) containing at least the following information:

1. Education
2. Experience
3. Publications, honors, awards and memberships in professional organization
4. Any other qualifying experience, whether paid or voluntary or other information you wish to have considered
5. The names, address, and telephone numbers of at least three people not related to you whom we may contact for an evaluation of your professional abilities

OTHER PERTINENT INFORMATION

Have you been affiliated with Sonoma State University in any of the following categories?

☐ Applied to SSU ☐ Student ☐ Employee ☐ Retired in CalPERS ☐ No Prior Affiliation

If you identified any of the above; provide the name used at the time:

If the duties of your position require you to drive a state vehicle on state business, will you be able to furnish a current, valid California Driver's License? ◯ Yes ◯ No

As an adult, have you ever been convicted of a crime (except traffic violations other than felonies)? ◯ Yes ◯ No

A conviction includes a plea, verdict or finding of guilt, regardless of whether a sentence was imposed by the court. You need not provide information about marijuana possession convictions for a violation of Health and Safety Code Section 11357(b) or (c), Section 11360(c), or Section 11364, 11365, or 11550 that occurred more than two years ago. (NOTE: A conviction will not necessarily disqualify an applicant from employment)

If yes, explain:

Have you been arrested for any criminal offense for which you are out on bail, or on your own recognizance, pending trial? ◯ Yes ◯ No

STATEMENT OF ACCURACY

I certify that the answers I have given in the materials I have submitted in the application for this position are true and correct and that I have not knowingly withheld any facts or circumstances. I understand that all answers given on my application for employment are subject to verification and that, should I be employed at Sonoma State University, any misrepresentation or omission of facts on this application may be sufficient reason for dismissal. The application materials include this document and any other materials submitted.

Signature: Date:

Sonoma State University's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Sonoma State University and on the public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, alcohol/drug use, crime prevention, reporting of crimes, sexual assault and other matters. To obtain a copy of this report, please visit the Police and Parking Services website or contact them at (707) 664-2143.

This document will be filed in the faculty member's Personnel Action File