



UNIVERSITY POLICE DEPARTMENT

SAN DIEGO STATE UNIVERSITY
5500 CAMPANILE DRIVE
SAN DIEGO, CA 92182-4390
PHONE: (619) 594 - 6672
FAX: (619) 594-4473

PARKING/KEY ISSUE STUDENT ASSISTANT

The Parking/Key Issue Student Assistant position provides San Diego State University students an opportunity to serve as ambassadors of the university by not only offering parking permits, but also assisting guests, students, faculty, and other employees of the university with information about the campus. Under the general supervision of the Parking Systems Analyst, the student assistant will perform administrative tasks that require excellent communication skills, integrity, confidentiality, and the ability to interact with all levels of the University community. Duties range from answering phone calls, filing paperwork, issuing permits and keys, cashiering, to processing department permit requests and assigning access control. All student assistants will be provided training.

ELIGIBILITY: Must have a valid C California driver's license and a Social Security Card. Individuals must also be willing to working during midterms, finals and winter/spring/summer breaks.

EDUCATION: Currently enrolled San Diego State University student carrying six units or more. Enrollment in Extended studies does not count.

EXPERIENCE: Extensive knowledge of campus and campus community; basic experience dealing with the general public, preferably in a situation involving the necessity for tact, consideration, and judgement.

ABILITIES: To maintain a pleasant, courteous, interested, helpful, positive attitude at all times, particularly in stressful situations; to be adaptable to work stressful situations; to follow prescribed routines and/or specific orders, policies and procedures; to exercise judgment within well-defined police guidelines; to maintain poise and composure at all times.
Applicants will be required to submit Live Scan fingerprints and will be required to undergo DMV check and detailed background investigation check.

PAY RANGE: Pay starts at \$13 and up per hour with possible pay increases. Pay increases are not mandatory and are based on the individuals performance and abilities.

SUBMIT YOUR APPLICATION TO: Parking & Transportation
University Police Department
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-4390

Fax: (619) 594-1015

All Applications should be submitted in Blue or Black Ink.



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Instructions for the Applicant

The information you provide in this application has been approved in accordance with the Chancellor's Office and Human Resources. Applicants will be required to undergo a background check due to the requirements of working in a police department.

- It is your responsibility to complete this form and provide all required information.
- If you are filling out a printed copy of this form, neatly print in blue and black ink.
- You must respond to all items and questions. If a question does not apply to you write "N/A" (not applicable) in the space provided for your response.
- If you need more space for any response, use the last page of this form and identify the additional information by the question number.
- You are responsible for providing complete, accurate and truthful responses.
- Send the completed form to Parking & Transportation Services.

Disclosure of Medical or Disability Related Information

In accordance with the U.S Americans with Disabilities Act, the Genetic Information Nondiscrimination Act (GINA) and the California Fair Employment and Housing Act, applicants are not expected to reveal any medical or other disability-related information about themselves or their family members in response to questions in this form.

I have read and I understand the above instructions.

NAME:

SIGNATURE:

DATE:



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INFORMATION RELEASE FORM

BACKGROUND AUTHORIZATION

By signing this form, the employee has read, understands, agrees to its contents and realizes the penalties for non-compliance to its terms. I hereby verify that all statements made in this questionnaire, and any materials, which I have submitted in the application process for this position, are true and complete. I understand that any misstatement of material facts subject me to dismissal.

I fully recognize that under California Law, individuals must clearly demonstrate their personal, medical, and psychological fitness to serve in the position of Parking/Key Issue Student Assistant. I further recognize that an employing agency has both a legal and a moral obligation to take every reasonable effort to insure that any person employed by them as Parking Services Student Assistant will conform to the very highest standards.

I understand that I am authorizing investigation into aspects of my personal, medical, and psychological fitness, and that such an investigation will include contacting persons and/or organizations who have information relating to my fitness, including if I am or have been a peace officer in California, information protected under 832.7 of the Penal Code and 1043 of the Evidence Code. I also understand that those persons and /or organizations may feel inhibited intimidated or otherwise reticent about furnishing legitimate information concerning my fitness unless the confidentiality of their information can be guaranteed on a permanent basis.

I further recognize that although some of the information contained in this report is a matter of public record, or would otherwise be accessible to me, this information will be inextricably interwoven with other confidential data to which I would otherwise not be privy. Therefore I exonerate, release and discharge the San Diego State University Police Department, their officers, agents or assigns, now and in the future, from any claim or damages, whether in law or in equity on behalf of myself, my heirs, agents or assigns for their refusal to make available any information contained in this pre-employment investigation, including but not limited to the identity of any person or organization who may have supplied information in the course of this investigation, as well as the substance of any such information supplied, even where such information has been the basis for my disqualification.

I hereby knowingly, voluntarily, specifically, and permanently waive any rights I may have to examine, review, or to otherwise discover the contents of this investigation and all documents related thereto pursuant to Labor Code Section 1198.5 or other legislation, whether by request, appeal, grievance, or by legal process.

Having been hired by the San Diego State University Police Department – Parking/Key Issue Student Assistant program, I understand that I am on probation for six months beginning from the date of hire, and that my employment may be terminated at any time during that six month period, regardless of my performance.

I certify under penalty of perjury, under the laws of the state of California, that the foregoing statements are true and correct.

PRINT NAME

SIGNATURE

DATE

EXECUTED BY UNIVERSITY POLICE, SAN DIEGO STATE UNIVERSITY, SAN DIEGO, CA



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NAME: _____
Last First M.I.

Date: _____

Do you have a valid Social Security Card readily available? Yes / No

Do you have a valid California Driver's license? Yes / No

Are you currently taking at least 6.0 units or more at San Diego State University? Yes / No

General

1. Are you currently employed? _____ If yes, do you plan to continue at your present job if hired by the Parking/Key Issue Student Assistant program? _____

2. Have you ever applied to a University Police Department position before? _____
If yes, when? _____

3. How many academic units are you taking this semester at San Diego State University? _____

4. What is your California Driver's License number? _____

State: _____ Exp Date: _____

Name under which license was issued: _____

Do you have any special training (CPR, EMT, FCC, Class B, CDL, etc)? Include expiration date:

5. _____

6. Are you fluent in any foreign languages to the extent that you could interpret should the need arise? If so, please list: _____

7. When are you available to start? _____

8. How many hours per week would you like to work? _____ (Max: 20 hrs)

9. Are you willing to work during midterms, finals and winter/spring/summer breaks? _____

10. Do you know anyone in the University Police Department? If yes, give name(s).

11. What is your major / minor? _____

12. What is your expected date of graduation? _____



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Personal

YOUR FULL NAME

Last

First

Middle

Other names, including nicknames, you have used or been known by

ADDRESS WHERE YOU RESIDE

Number / Street

Apt / Unit

City

State

ZIP

CONTACT INFORMATION

() - _____
Home

() - _____
Cell

E-mail Address

- -

Social Security Number

Birthplace (City / County / State / Country)

Birthdate

PHYSICAL DESCRIPTION

Height

Weight

Hair Color

Eye Color

13. Are you legally authorized for employment in the United States?

Yes / No

If no, please explain:

FOR EMPLOYER ONLY. DO NOT WRITE BELOW THIS LINE



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Experience and Employment

List **ALL** jobs you have had the past 5 years, including part-time, temporary, self-employment and volunteer. (Begin with your most current)

14.

	From	To
Name of Employer		
Address (Number / Street)		Phone Number
City	State	Zip
Job Title	Supervisor	
Duties / Assignments	Supervisor's Contact Number/Email	
Would there be a problem if we contact your current employer?		Yes / No
If yes, explain: _____		
Reason for leaving:		



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Experience and Employment

15.

	From	To
Name of Employer		
Address (Number / Street)		Phone Number
City	State	Zip
Job Title	Supervisor	
Duties / Assignments	Supervisor's Contact Number/Email	
Would there be a problem if we contact your current employer?		Yes / No
If yes, explain: _____		
Reason for leaving:		



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Experience and Employment

16.

		From	To
Name of Employer			
Address (Number / Street)		Phone Number	
City	State	Zip	
Job Title	Supervisor		
Duties / Assignments	Supervisor's Contact Number/Email		
Would there be a problem if we contact your current employer?			Yes / No
If yes, explain: _____			
Reason for leaving:			



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Professional References

List at least 3 professional references such as former employers, supervisors, and coworkers. If this will be your first employment, please provide social references such as coaches, teachers, etc. DO NOT list family members. Please contact your references in advance to notify them that the University Police Department will be contacting them. All references must respond to successfully progress through the background process.

Reference #1

17.	Name: _____			
	Last		First	
	Home Address			
	Number / Street / Apt		City	State ZIP
	Home Phone () -		E-mail _____	
	Work Phone () -			
	How do you know this person?		How long have you known this person?	

Reference #2

18.	Name: _____			
	Last		First	
	Home Address			
	Number / Street / Apt		City	State ZIP
	Home Phone () -		E-mail _____	
	Work Phone () -			
	How do you know this person?		How long have you known this person?	



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References Continued

Reference #3

19.	Name: _____			
	Last		First	
	Home Address			
	Number / Street / Apt		City	State ZIP
	Home Phone () - _____		E-mail _____	
	Work Phone () - _____			
How do you know this person? _____		How long have you known this person? _____		

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Education

20. Have you ever been placed on academic discipline, suspended, or expelled from any high school, college/university, business or trade school? Yes / No

If yes, please describe in detail below. List any and all disciplinary action received in any school or educational institution. Include when the disciplinary action occurred, name of school, and explanation of circumstances.

Residence

21. Have you ever been evicted or asked to leave a residence? Yes / No
22. Have you ever left a residence owing rent, utilities, or other household expenses? Yes / No

If you answered yes to any of the Residence questions, explain (include when, where, and circumstances with reference to the corresponding numbers).

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General Questions Continued

29. Is there anything else you feel the background investigator should know about you or your experiences? Yes / No

If you answered yes to any of the General Questions, give details including dates and circumstances; indicate corresponding number.

Instructions for Submitting Application

30. Please print out and attach your personal class schedule in the Timetable format from the SDSU Webportal. Also, include any other activities that may affect your work schedule.
31. Unless you are faxing your application, please submit your application in a sealed envelope and label it as "Parking/Key Issue Student Assistant".

I hereby certify that I have personally completed each page of this form and any supplemental page(s) attached, and that all statements made are true and complete to the best of my knowledge and belief. I understand that any misstatement of material fact may subject me to disqualification; or, if I have been appointed, may disqualify me from continued employment.

PRINT NAME

SIGNATURE

DATE

FOR EMPLOYER ONLY. DO NOT WRITE BELOW THIS LINE