



**UCLA** Recreation

# Employment Application

great jobs in a great location  
*work at ucla recreation*



***Completed applications may be  
dropped off at the FITWELL Services desk,  
1st floor, John Wooden Center or at the  
location where you are applying.***

**Please attach Resume.**

**[www.recreation.ucla.edu/jobs](http://www.recreation.ucla.edu/jobs)** 

Please complete information and submit application to the John Wooden Center, first floor operations desk or to the location where you are applying. Current positions listings are posted at [www.recreation.ucla.edu/jobs](http://www.recreation.ucla.edu/jobs).

**Personal Information**

Name \_\_\_\_\_ ID Number \_\_\_\_\_

Local Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Do you have Work Study?** ☐ Yes ☐ No If yes, what is your allotment this year? \$ \_\_\_\_\_

*Work Study is part of Financial Aid. If eligible, your award will be a line item on your Offer Letter.*

**Certifications/Experience** (check any certifications or experience you may have)

☐ Lifeguard Training Expiration \_\_\_\_\_

☐ CPR Expiration \_\_\_\_\_

☐ First Aid Expiration \_\_\_\_\_

☐ AED Expiration \_\_\_\_\_

☐ Sports Officiating List Sports \_\_\_\_\_

☐ Other (W.S.I., LGI, etc.) \_\_\_\_\_

**Rank the following activities/functions either 1, 2, 3, or leave blank according to the following scale:**

**Blank** = no clue!, **(1)** = some participation or limited skills; **(2)** = taken lessons, played competitively or have some experience;

**(3)** = can lead and instruct or have worked extensively in similar job.

**Competitive Sports**

\_\_\_\_\_ Officiating  
\_\_\_\_\_ Game management  
\_\_\_\_\_ Sports Information

**Instructional Programs** (see Rec Quarterly)

\_\_\_\_\_ Aquatics (swim lessons, water exercise)  
\_\_\_\_\_ Sports and Games  
\_\_\_\_\_ Martial Arts  
\_\_\_\_\_ Tennis  
\_\_\_\_\_ Arts and Crafts  
\_\_\_\_\_ Running & Conditioning  
\_\_\_\_\_ Golf  
\_\_\_\_\_ Dance  
\_\_\_\_\_ Adaptive Recreation

**Marina Aquatic Center**

\_\_\_\_\_ Small power craft operation  
\_\_\_\_\_ Instruction in sailing, kayaking  
\_\_\_\_\_ surfing, windsurfing or rowing

**Outdoor Adventures**

\_\_\_\_\_ Rock Wall  
\_\_\_\_\_ Ropes Course facilitation  
\_\_\_\_\_ Outdoor Trip Leader/Guide  
\_\_\_\_\_ Gear/Equipment Rentals  
\_\_\_\_\_ Bike Repair

**Marketing & Technology**

\_\_\_\_\_ Graphic Design  
\_\_\_\_\_ Writing  
\_\_\_\_\_ Photography  
\_\_\_\_\_ Video/podcasting  
\_\_\_\_\_ Web Design  
\_\_\_\_\_ Programming  
\_\_\_\_\_ Network Administration  
\_\_\_\_\_ Computer Maintenance and Repair

**Youth & Family**

See Summer Camp Jobs at  
[www.recreation.ucla.edu/summercamps](http://www.recreation.ucla.edu/summercamps)

**FITWELL Services**

\_\_\_\_\_ Strength and conditioning  
\_\_\_\_\_ Personal Training  
\_\_\_\_\_ Group exercise  
\_\_\_\_\_ Yoga  
\_\_\_\_\_ Pilates

**Facility Operations**

\_\_\_\_\_ Facility Operations  
\_\_\_\_\_ Lifeguard  
\_\_\_\_\_ Repair and maintenance  
\_\_\_\_\_ Events

**Office Administration**

\_\_\_\_\_ Customer Service  
\_\_\_\_\_ Administration/Accounting  
\_\_\_\_\_ Membership and Information Services  
\_\_\_\_\_ Sales & Cashiering

**What position are you applying for (if known) or what area are you interested in (refer to open positions listing on web)?**

**Have you worked for UCLA Recreation in the past?** Yes No

If yes, which area? \_\_\_\_\_

**Do you currently work for UCLA Recreation?** Yes No

If yes, which area? \_\_\_\_\_

**Do you or will you work in any other department on campus?** Yes No

If yes, which one? \_\_\_\_\_

**Can you speak a language other than English?** ☐ Fluently ☐ Some ☐ No Specify \_\_\_\_\_

**Have you participated in the following UCLA Recreation activities?**

Intramural Sports	<input type="checkbox"/> Yes <input type="checkbox"/> No	List _____
Instructional Classes	<input type="checkbox"/> Yes <input type="checkbox"/> No	List _____
Personal Fitness Training	<input type="checkbox"/> Yes <input type="checkbox"/> No	List _____
Group Exercise	<input type="checkbox"/> Yes <input type="checkbox"/> No	List _____
Club Sports	<input type="checkbox"/> Yes <input type="checkbox"/> No	List _____
Outdoor Adventure trips/rentals	<input type="checkbox"/> Yes <input type="checkbox"/> No	List _____
Marina Aquatic Center classes/rentals	<input type="checkbox"/> Yes <input type="checkbox"/> No	List _____

**Why do you want the position(s) you are applying for?** \_\_\_\_\_

**Why do you feel that you are qualified for the position(s) you are applying for?** \_\_\_\_\_

**Reference Information (please list the name, relationship, and phone numbers of 2 references.)**

Name	Relationship	Phone Number
Name	Relationship	Phone Number

**AVAILABILITY** \_\_\_\_\_ Summer \_\_\_\_\_ Fall

**How many hours per week do you prefer to work?** \_\_\_\_\_ Min hours \_\_\_\_\_ Max hours \_\_\_\_\_

*Place P in the time slots that you prefer to work; place C for class and X if unavailable for other reasons. Write specific requests in the space provided.*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
5:15 – 6am								
6 – 7am								
7 – 8am								
8 – 9am								
9 – 10am								
10 – 11am								
11 am – Noon								
Noon – 1 pm								
1 – 2 pm								
2 – 3 pm								
3 – 4 pm								
4 – 5 pm								
5 – 6 pm								
6 – 7 pm								
7 – 8 pm								
8 – 9 pm								
9 – 10 pm								
10 – 11 pm								
11 – 12midnight								
12 – 12:45am								

**General Instructions:** Please type or neatly print the information on this application and submit your resume.

Name:	Home Phone:
Address:	Work Phone:
City, State, Zip:	Cell Phone:
Other names you have used while employed:	Email:

**Employment History:** List your present or most recent employer first. Account for all times during the past ten years, including periods of unemployment. Include military and major volunteer experience. If you held significantly different positions with the same employer, list them separately. Use additional applications as needed.

Dates of Employment:	Job Title:	Employer:
Job Duties:		
Last monthly salary:	<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
Reason for leaving:		
Supervisor's name/title:		Supervisor's phone:
May we contact your current/most recent employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, After Offer Only		
Dates of Employment:	Job Title:	Employer:
Job Duties:		
Last monthly salary:	<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
Reason for leaving:		
Supervisor's name/title:		Supervisor's phone:
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Dates of Employment:	Job Title:	Employer:
Job Duties:		
Last monthly salary:	<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
Reason for leaving:		
Supervisor's name/title:		Supervisor's phone:
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**Education:** List all education you have received. Include high school, business, technical, military, professional, college, and university.

School Name	Major	Units	GPA	Degree

**Licenses, Certificates:** Include type of license or certificate, number, issuing state/organization, and expiration date.

Licenses, Certificates:

**Other Job Skills:** List other job-related skills such as computer hardware, software, typing speed, 10 key by touch, machinery, power tools, office, lab or scientific equipment, fluency in foreign languages and/or medical terminology.

Other Job Skills:

**UCLA Transfer Information (for current UCLA employees only)**

Are you a current UCLA employee:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Probationary period completed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Performance evaluation satisfactory or better:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Scheduled for Layoff or on Layoff status:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, effective date of layoff	
Exercising preferential rehire rights:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current UCLA Department:	

**Required Information: Please check the appropriate box for each question.**

Positions designated as "critical" require fingerprinting to conduct a criminal background check. The fingerprints will be used to obtain records of any criminal history you may have. A conviction will not necessarily disqualify you from consideration for employment. UCLA may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position for which you have applied. **A conviction is any plea of guilty or nolo contendere (no contest) or a verdict of guilty.**

1. Have you ever been convicted of a felony or misdemeanor offense by any court in California? ☐ Yes    ☐ No

You may omit:

- Traffic violations for which the fine imposed was \$300.00 or less;
- Any conviction specified in the Health & Safety code section 11361.5 which pertains to various marijuana offenses;
- Any conviction that has been sealed, expunged or legally eradicated;
- Any offense which was finally settled in juvenile court or referred to the youth authority;
- Any misdemeanor conviction for which probation has been successfully completed or otherwise discharged **AND** the case has been judicially dismissed pursuant to Penal Code section 1203.4. To qualify for omission under Penal Code section 1203.4, an individual must have taken an affirmative action to file a petition with a court to have the conviction set aside and been successful in that action.

2. Have you ever been convicted of a felony or misdemeanor offense in another State? (Criminal convictions in another State may be considered in the evaluation of your application.) ☐ Yes ☐ No
3. Have you ever been convicted of a federal crime, as defined in 42 USC 1320a-7(i) or been excluded from participating in any federal or state healthcare program? ☐ Yes ☐ No
4. Are you 18 years or older? If your answer is "yes", go to question 5. ☐ Yes ☐ No
5. If you are under 18, you must have a high school degree or a GED certificate, or have a valid work permit in order to be employed by the University. Do you meet this requirement? ☐ Yes ☐ No
6. Upon hire, will you be able to provide proof of eligibility to work in the U.S. as specified in the Immigration Reform and Control Act of 1986? ☐ Yes ☐ No
7. Do you have a valid California Driver's License? (Answer only if the position will require you to drive.) ☐ Yes ☐ No
8. Are you a UC student? ☐ Yes ☐ No
9. Are you currently receiving UC Retirement Annuity? ☐ Yes ☐ No
10. Have you ever been employed at the University of California, a DOE Laboratory or the State of California? ☐ Yes ☐ No
11. Do you have any relatives currently employed at the University of California? ☐ Yes ☐ No
- Relationship: \_\_\_\_\_
- Name: \_\_\_\_\_ Department: \_\_\_\_\_
12. Have you ever been released or discharged from employment or resigned to avoid such release or discharge? ☐ Yes ☐ No
- If yes, please provide date(s) and circumstances: \_\_\_\_\_

**Once you have completed the application sign your name at the bottom and indicate the date it was completed.**

It is the policy of the University of California, Los Angeles (UCLA or University) not to engage in discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, gender identity, pregnancy<sup>1</sup>, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran<sup>2</sup>. University policy is intended to be consistent with the provisions of applicable State and Federal law.

The University of California is an affirmative action/equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities, and for covered veterans. Inquiries regarding UCLA's equal employment opportunity and affirmative action policies may be directed to the UCLA Staff Affirmative Action Office (310) 794-0691.

Under Federal law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986. Employment may be subject to appropriate medical clearance when required by law. For positions designated in the Systemwide Title and Pay Plan as non-exempt from the Fair Labor Standards Act and which are not represented by an exclusive bargaining agent, any overtime is compensated either by cash or by compensatory time at the University's option.

<sup>1</sup>Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy and childbirth.

<sup>2</sup> Special disabled veteran, recently separated veterans, Vietnam era veterans, or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

### Privacy Notice

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply personal information about themselves: (1) the principal purpose for requesting and collecting the personal information on this form is to comply with applicable State and Federal laws; (2) providing the personal information is mandatory, unless otherwise noted; (3) the personal information will be kept confidential and used only in accordance with applicable laws; (4) the personal information will be given to government enforcement agencies if these agencies request such information, or as otherwise required by law; (5) individuals have the right to review their own records in accordance with University personnel policies and collective bargaining agreements; information on applicable policies and agreements can be obtained from the Campus Human Resources Home Page at [www.chr.ucla.edu](http://www.chr.ucla.edu).

### Notice of Availability of UCLA Annual Security Report

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, prospective employees are entitled to request a copy of the UCLA Annual Security Report prepared in compliance with this Act. The report includes statistics for the past three years concerning crimes reported to Campus Security Authorities that occurred on campus, in off-campus buildings or on property owned or controlled by the University, and on public property adjacent to the campus. The report also includes campus policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance programs, student discipline, campus resources, and other matters. You may obtain a copy of this report by accessing the following website: <http://www.ucpd.ucla.edu/ucpd/clery.htm> or contacting: UCLA Police Department, 601 Westwood Plaza, Los Angeles, CA 90095, phone (310) 825-1491.

I certify that all statements on this form are true and complete to the best of my knowledge and belief. If employed, I understand that any false or incomplete information I have given may be considered cause for termination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date