



SAN DIEGO STATE
UNIVERSITY

AZTEC SHOPS

An Equal Opportunity Employer

EMPLOYMENT APPLICATION

Please Print

Red ID# _____ Date _____

Name _____ Employee # _____
Last First Middle Issued by HR

Home (____) _____ Cell (____) _____ Email _____@_____

Social Security Number _____ Driver's License # _____
Valid Social Security number required for employment State issued

Address _____
Number Street City State Zip

What position are you applying for? _____

Please list the names of any near relatives* or friends that work for Aztec Shops: _____

*For the purpose of this question near relatives shall be interpreted as including parent, child, wife, husband, brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law, and step relatives.

Emergency Contact _____
Name Phone Number

☐ Home ☐ Work ☐ Cell

Personal Information

Have you ever worked for Aztec Shops before?

Yes___ ☐ Dining Services ☐ Campus Stores ☐ Corporate When: _____

No ___

Are you able to perform the essential functions of the job for which you are applying with or without accommodation?

Yes___ No ___ Describe the function(s) that cannot be performed or require accommodation: _____

Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.

Are you able to perform all other duties of the job for which you are applying?

Yes___ No ___ Describe duties unable to be performed: _____

Have you ever been convicted of a felony or theft-related misdemeanor?

Yes___ If your conviction has not been sealed or legally expunged, state the nature of the felony or theft-related misdemeanor, as well as when and where the conviction occurred: _____

No ___

Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.

Education, Training and Experience

School Name, City & State	No. of Years Completed	Did You Graduate?	Degree or Diploma
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High School

College/University

Vocational/Business

Are you currently enrolled on any campus?

Yes___ No___

Name of campus _____

Major _____ Minor _____ Status _____

Employment History

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a résumé.

Are you currently employed?

Yes___ No___

If so, may we contact your current employer?

Yes___ No___

1. Name of Employer _____

Address _____
Number Street City State Zip

Telephone No. (_____) _____ Your Supervisor's Name _____

Your Position and Duties _____

Date of Employment From _____ To _____

Weekly /Hourly Pay: Starting _____ Ending _____

Reason for Leaving: _____

2. Name of Employer _____

Address _____
Number Street City State Zip

Telephone No.(_____) _____ Your Supervisor's Name _____

Your Position and Duties _____

Date of Employment From _____ To _____

Weekly /Hourly Pay: Starting _____ Ending _____

Reason for Leaving: _____

3. Name of Employer _____

Address _____
Number Street City State Zip

Telephone No. (_____) _____ Your Supervisor's Name _____

Your Position and Duties _____

Date of Employment From _____ To _____

Weekly /Hourly Pay: Starting _____ Ending _____

Reason for Leaving: _____

References

List below three persons not related to you who have knowledge of your work performance within the last three years. If you have never worked before list personal references.

Name _____

Address _____
Number Street City State Zip

Occupation _____ Phone No. _____ Years Aquainted _____

Name _____

Address _____
Number Street City State Zip

Occupation _____ Phone No. _____ Years Aquainted _____

Name _____

Address _____
Number Street City State Zip

Occupation _____ Phone No. _____ Years Aquainted _____

Please read carefully. Initial each paragraph and sign below.

_____ Aztec Shops, Ltd. retains the right to hire the person who appears to best fit its needs at this time. There will not be an explanation (unless specifically required by law) as to what factors went into this decision.

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize Aztec Shops, Ltd to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Aztec Shops, Ltd. any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Aztec Shops, Ltd., my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Birth Date _____ / _____ / _____
month day year

_____ I understand that if hired, I must provide documentation to verify my identity and eligibility to work in the United States. I also understand that Aztec Shops reserves the right to have physical examinations conducted by a licensed physician.

_____ I understand employment at Aztec Shops Ltd, is at-will; employment may be terminated at the will of either Aztec Shops, Ltd, or myself. Further, I understand that except for the employment at-will status, any and all policies or practices can be changed at any time by Aztec Shops, Ltd.

_____ Under provisions of Title V of the Education Code, Aztec Shops, Ltd. is required to submit verification of employment to the SDSU Financial Aid Office on all part-time student employees.

Applicant's Signature _____ **Date** _____

Post Employment Information

Hiring Manager: Please Check Appropriate Answers

1. Hire Date: _____

7. Home Dept _____
Cost Center

2. Married _____ Single _____

8. _____ Part-time **OR** _____ Full-time: ☐ HR ☐ Sal

3. Male _____ Female _____

9. Position _____

4. Student: _____ Yes _____ No

10. Primary Job _____

4a. At SDSU? _____ Yes _____ No

5. Birth Date: _____

11. Pay Grade _____ Step _____ \$ _____

6. Ethnicity: W _____ B/AA _____ HS/LAT _____
AS _____ AmI/AL _____ HI/PI _____ +2 _____

12. Reports To _____

Hiring Manager _____
Signature

Date

Director _____
Signature

Date

Senior Director of
Management Services _____
Signature

Date