



# Business Services Data Information Form

Please fill out all applicable employee information

## EMPLOYEE INFORMATION

I am applying for: Quarter:  Fall  Winter  Spring  Summer Year: \_\_\_\_\_

UCI Student ID# \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Local Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Local Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Sex: \_\_\_\_\_

US Citizen?  Yes  No Visa Type: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ Exp. \_\_\_\_\_

Permanent Res. #: \_\_\_\_\_ Passport #: \_\_\_\_\_ Exp. \_\_\_\_\_

Are you now, or have you ever worked at UCI (in a paid position)?  Yes  No If yes, which Department? \_\_\_\_\_

From: Mo \_\_\_ Yr \_\_\_ To: Mo \_\_\_ Yr \_\_\_ Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Do you have any relatives employed at UCI (in a paid position)?  Yes  No Name of relative: \_\_\_\_\_

Department: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Previous Employer (not UCI): \_\_\_\_\_

Address: \_\_\_\_\_ From: Mo \_\_\_ Yr \_\_\_ To: Mo \_\_\_ Yr \_\_\_

Mark highest degree completed only:

- |   |  |                                       |  |                     |
|---|--|---------------------------------------|--|---------------------|
| <input type="checkbox"/> No Acad. Cert. | <input type="checkbox"/> High School or Equiv. | <input type="checkbox"/> Trade School | <input type="checkbox"/> Associate of Arts | Year Awarded: _____ |
| <input type="checkbox"/> Bachelors      | <input type="checkbox"/> Masters               | <input type="checkbox"/> Professional | <input type="checkbox"/> Doctorate         |                     |

Documents to bring with you to complete the hiring process are:

**Social Security Card, Driver's license or Passport and Permanent Resident Card (if applicable).**  
**For Direct Deposit purposes: Bank branch, address, and a voided copy of one of your checks.**

## UCI STUDENT STATUS INFORMATION

Units taken this quarter: \_\_\_\_\_ Do you have Federal Work Study?  Yes  No Amount of Award\*: \_\_\_\_\_

Major: \_\_\_\_\_

\*Submit Financial Aid Award Letter

Major GPA: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Do you have any experience for the job(s) you are applying for?  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position(s) applying for:

- Notetaker
  - Reader/E-text Editor
  - Interpreter
  - Student Assistant
  - Other \_\_\_\_\_
  - Student Intern
- What Center? \_\_\_\_\_

Position Title? \_\_\_\_\_

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