

Application Form

2018-2020 Staff Advisor to the UC Board of Regents

⇒ **NOTE:** if applying via e-mail to staffadvisorapplication-l@listserv.ucop.edu, save completed Application in Microsoft Word for use as e-mail attachment

Personal Information

1. **Name** _____
2. **UC location(campus/laboratory/office)** _____
3. **UC department** _____
4. **Position title** _____
5. **Employee identification number** _____
6. **Campus/laboratory/office mailing address** _____

7. **Campus/laboratory/office telephone number** _____
8. **Campus/laboratory/office e-mail address** _____

Employment History

9. Years of career service with the University of California, including month/date of hire _____
10. Provide a history of your work experience, beginning with your present position. Significantly different positions for the same employer should be listed separately. You may include any military experience.
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

Educational Background

11. List the schools you have attended beyond high school, dates of attendance and degrees or certificates earned. Include business, technical, military, professional, college and university institutions.

Institution attended

Dates attended

Degrees/certificates

- a. _____
- b. _____
- c. _____

UC, Committee, and Community Service

12. It is important in this role to have an understanding and experience in working through issues facing UC, especially as they relate to staff. List UC, committee, community service, or other major volunteer commitments within the past 10 years, including the name of the organization and your role (especially leadership roles) therein. You may, at your discretion, exclude the names of organizations that reveal your race, color, religion, national origin, ancestry, disability, or characteristics of any other protected category.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

Professional References

13. List the names, titles, addresses and telephone numbers of three University of California references, including their professional relationship to you.

Please notify your references at the time you submit this application that, if you are selected as a semifinalist,¹ they will be asked to submit a letter of reference in support of your candidacy for the position of Staff Advisor.

References will be asked to respond to specific questions concerning your qualifications for this position. These questions will be made available to your references should you become a semifinalist.

The appropriate level of senior management at your location will also be asked to comment on your qualifications should you become a finalist.

Name/Title	Address	E-mail Address	Telephone Number
1..	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

¹ The announcement of semifinalists will occur in March/April; interviews of the semifinalists will occur in April/May. The letters of reference will be requested and must be submitted before the semifinalist interviews occur.

SIGNATURE PAGE

If you are submitting your application as an email attachment, please also **mail signed originals** of this Applicant Statement and Supervisor Statement, postmarked on or before **Friday, March 23, 2018, 5:00 p.m.** The signed originals should be mailed to:

Staff Advisor Application
c/o Marie-Ann Hairston
Director of Systemwide Employee Relations
University of California Office of the President
1111 Franklin Street, 5th Floor
Oakland, California 94607

Applicant Statement

I certify that the information provided on the Staff Advisor Application Form and any documents attached are complete and accurate. I certify that I am currently a career staff or non-Senate academic employee with at least 5 years of career experience and sustained performance at the University of California of "meets expectations" or higher.

Applicant (print name) _____

Applicant signature _____ **Date** _____

Supervisor Statement

I certify that the above named applicant is a career staff or non-Senate academic employee of the University of California, employed in good standing by the University with a sustained performance of "meets expectations" or higher. I agree to provide the applicant, if appointed to the position of Staff Advisor, with the release time necessary to attend meetings and conduct business as required of the position. I understand that the applicant will not suffer any loss of his/her regular UC pay, nor will he/she be eligible for additional pay, including overtime, by virtue of time spent during this application process or, if selected, during his/her appointment period of service of two years, beginning July 1, 2018.

Supervisor (print name) _____

Supervisor signature _____ **Date** _____

Title _____

Organization and department _____

Address _____

Telephone Number _____ **E-mail address** _____

How did you learn of the position of Staff Advisor to The Regents?

- from newspaper/other advertising
 from Regents website
 E-mail

- campus website
 career center
 other: _____