

# Application Form – SAMPLE ONLY

## 2025-2027 Staff Advisor to the UC Board of Regents

- ⇒ **NOTE:** This sample is provided solely for purpose of allowing you to preview questions and prepare response. It should not be used to submit applications.
- ⇒ Apply through the [UC Staff Advisor Designate Application Smartsheet form](#).
- ⇒ If you have any questions or experience any barriers with completing the Smartsheet form, please contact [StaffAdvisorRecruitment@ucop.edu](mailto:StaffAdvisorRecruitment@ucop.edu).

Questions indicated with an \* are required within the application.

### Personal Information

1. First & Last Name\*
2. Pronouns
3. UC location (campus/medical center/administrative office)\*
4. Department\*
5. Position/Title\*
6. Employee Identification Number
7. Campus/Lab/Office Mailing Address\*
8. Campus/Lab/Office Telephone Number\*
9. Campus/Lab/Office Email Address\*

(continued on next page)

## Employment History

Starting with your most current position, include your employment history.

### 10. Length of Career Service at the University of California\*

Include years and months. (The MINIMUM collective UC service required to serve as a Staff Advisor is 5 years.)

### 11. Date of Initial Hire at the University of California\*

### 12. Current Role/Title\*

### 13. Date Started\*

### 14. Previous Roles/Titles

- a.
- b.
- c.
- d.

## Educational Background

Include all business, technical, military, professional, college and university institutions attended. (List name of institution, years attended and degrees/certificates attained.)

### 15. Institution 1\*

**Name of Institution 1\*:**

**Degree or Certificate Attained 1\*:**

**Start Date 1\*:**

**End Date 1\*:**

### 16. Institution 2

**Name of Institution 2:**

**Degree or Certificate Attained 2:**

**Start Date 2:**

**End Date 2:**

(continued on next page)

**17. Institution 3**

**Name of Institution 3:**

**Degree or Certificate Attained 3:**

**Start Date 3:**

**End Date 3:**

**UC, Committee, and Community Service**

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. (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.)

**18. Organization 1\***

**Name of Organization 1\*:**

**Your Role 1\*:**

**Start Date 1\*:**

**End Date 1:**

**19. Organization 2**

**Name of Organization 2:**

**Your Role 2:**

**Start Date 2:**

**End Date 2:**

**20. Organization 3**

**Name of Organization 3:**

**Your Role 3:**

**Start Date 3:**

**End Date 3:**

**21. Organization 4**

**Name of Organization 4:**

**Your Role 4:**

**Start Date 4:**

**End Date 4:**

(continued on next page)

## 22. Organization 5

**Name of Organization 5:**

**Your Role 5:**

**Start Date 5:**

**End Date 5:**

## Professional References

Provide three University of California references. Please notify your references at the time you submit this application, that they will be asked to respond to specific questions concerning your qualifications for this role. These questions will be made available to your references should you become a semi-finalist.

### 23. Person 1\*

**Name 1\*:**

**Title 1\*:**

**Email Address 1\*:**

**Contact Number 1\*:**

**Relationship to Candidate 1\*:**

### 24. Person 2\*

**Name 2\*:**

**Title 2\*:**

**Email Address 2\*:**

**Contact Number 2\*:**

**Relationship to Candidate 2\*:**

### 25. Person 3\*

**Name 3\*:**

**Title 3\*:**

**Email Address 3\*:**

**Contact Number 3\*:**

**Relationship to Candidate 3\*:**

(continued on next page)

## Essay Responses - From Your Perspective

Please answer the following questions. Note: Answers to each question should be thorough, but NOT exceed 500 words. (You may upload your essay responses as a separate attachment.)

### 26. Essay One: Contribution to UC & Past Experience\*

If you are selected to fill this role, what do you feel would be your contribution to the University, the Board of Regents, systemwide and campus leadership, and to staff? How have your past experiences given you the knowledge and skills to provide this contribution?

### 27. Deepening Staff Engagement\*

The professional, cultural and social environment of each UC location has a significant influence on the success of the institution. Discuss the climate you have observed affecting staff at your location and/or systemwide, as well as your idea(s) for deepening staff engagement in the mission of the University of California. If you have not observed or experienced climate issues, discuss programs with demonstrated success that address climate at your UC location.

### 28. File Upload

If you did not include the **From Your Perspective** responses in the form, please upload those answers as an attachment, as well as any other relevant supporting documentation.

(continued on next page)

---

# SIGNATURE PAGE – SAMPLE ONLY

## Supervisor Information, Signature & Attestation

All applications **must include** at the time of application submission their digital signature and supervisor's name, email address and contact number. **Applications are due on Friday, April 11, 2025, 5:00 PM.**

**29. Supervisor Name\***

**30. Supervisor Organization & Department\***

**31. Supervisor Email\***

**32. Supervisors Contact Number(s) \***

**33. Digital Signature\***

Enter your full name

**34. Confirmation of Information\***

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 service at the University of California and sustained performance of “meets expectations” or higher. I understand that service as a Staff Advisor will necessitate a substantial time commitment during my appointment period of two years, beginning July 1, 2025.