



Information and Application Requirements for Community Service Officer Position

Job Description:

The Community Service Officer program is an extension of the University Police Department. Community Service Officers are students who work part-time to provide needed services for the university community. The program is proactive and community service based. CSOs perform a variety of duties, which include but are not limited to the following: parking enforcement, building lockups and unlocks, telephone and light checks, crime prevention, security for special events, traffic control, and night escorts to campus parking lots.

- Department: CSUSM University Police
- Classification : Student Assistant
- Working Title: Community Service Officer
- Pay Rate: \$9.00/hour
- Hours Per Week: 20 Hours Max. while school is in session
- Length of Appointment: Semester Based

Note: In order to work for the CSUSM University Police as a CSO, you must present the following (current) documentation and meet stipulations:

1. *Valid California Driver's License and 18 years of age at time of appointment*
2. *Social Security Card*
3. *Must be enrolled at CSUSM with a minimum of 6.0 semester units, with a minimum of a 2.0 GPA*
4. *Pass a background investigation, including a DOJ fingerprint check*

APPLICATION FOR STUDENT EMPLOYMENT

Confidential

DATE _____

California State University, San Marcos
University Police

Personal Information

FULL LEGAL NAME

Last	First	Middle Initial
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OTHER NAMES (nicknames or maiden name) YOU HAVE USED OR BEEN KNOWN BY

1.	2.	3.
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RESIDENCE ADDRESS & TELEPHONE NUMBER

Number Street	City	State	Zip Code
Please	Residence ()	Message (Daytime) ()	

PLEASE LIST MAILING ADDRESS IF DIFFERENT FROM RESIDENCE ADDRESS

Number Street	City	State	Zip Code
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POSITION APPLYING FOR

UNITS ENROLLED IN

Community Service Officer

Have you ever been convicted of a felony or misdemeanor within the last five years? If so, please Yes
attach a brief explanation. No

Education

Are you currently a: Fresh. Soph. Junior Senior

PLEASE INDICATE BELOW ALL THE SCHOOLS YOU HAVE ATTENDED BEGINNING WITH HIGH SCHOOL

Name of School	Location of School (city/state)	From Mo./Yr.	To Mo./Yr.
		Major	Units/Degree
Name of School	Location of School (city/state)	From Mo./Yr.	To Mo./Yr.
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		Major	Units/Degree
Name of School	Location of School (city/state)	From Mo./Yr.	To Mo./Yr.
		Major	Units/Degree

Experience & Employment History

- BEGINNING WITH YOUR MOST CURRENT EMPLOYMENT, PLEASE LIST ALL EMPLOYMENT WITHIN THE LAST TEN YEARS (INCLUDING PART-TIME, TEMPORARY, ARMED SERVICES & VOLUTARY EMPLOYMENT).
- RESUME MAY BE ATTACHED, BUT APPLICATION MUST BE COMPLETED IN FULL.

Date of Employment		Time of Employment	Name & Address of Employer
From	To	Years	
		Months	
Duties:			Phone No.
			Supervisor's Name

Reason for leaving:

Date of Employment		Time of Employment	Name & Address of Employer
From	To	Years	
		Months	
Duties:			Phone No.
			Supervisor's Name

Reason for leaving:

Date of Employment		Time of Employment	Name & Address of Employer
From	To	Years	
		Months	
Duties:			Phone No.
			Supervisor's Name

Reason for leaving:

References

Name	Name
Address	Address
Phone No.	Phone No.
<input type="checkbox"/> Professional <input type="checkbox"/> Personal	<input type="checkbox"/> Professional <input type="checkbox"/> Personal

Availability

Please place an "x" in the corresponding boxes that you are AVAILABLE for work.

	7am to 10am	10am to 11am	11am to 12pm	12pm to 1pm	1pm to 2pm	2pm to 3pm	3pm to 4pm	4pm to 5pm	5pm to 6pm	6pm to 7pm	7pm to 8pm	8pm to 9pm	9pm to 1am
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
Sunday													

I UNDERSTAND THAT ANY APPOINTMENT TENDERED TO ME MAY BE CONTINGENT UPON THE RESULTS OF A THOROUGH BACKGROUND INVESTIGATION. I HEREBY CERTIFY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE AND I UNDERSTAND THAT ANY DISCREPANCIES, MISSTATEMENTS, OMISSIONS AND/OR FALSIFICATIONS MAY CAUSE MY NAME TO BE REMOVED FROM THE ELIGIBILITY LIST, OR BE CAUSE FOR IMMEDIATE DISMISSAL IF AN APPOINTMENT WAS MADE. I FURTHER UNDERSTAND THAT UPON APPOINTMENT I SHALL BE REQUIRED TO SIGN A CONFIDENTIALITY & PRIVACY STATEMENT. I HAVE READ THE ABOVE STATEMENT, AND PRIOR TO SUBMITTING MY APPLICATION, I HAVE REVIEWED IT CAREFULLY FOR ACCURACY.

Full Signature _____

Date _____

