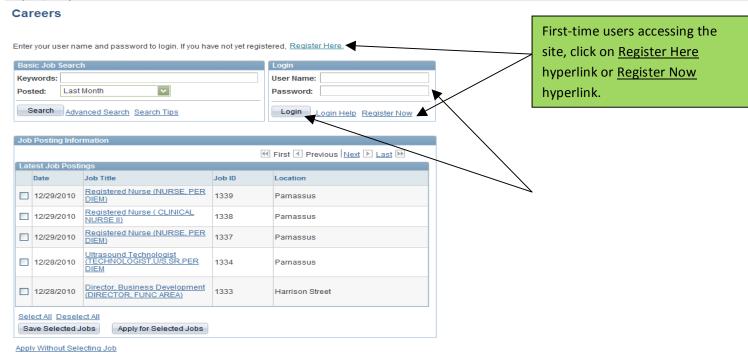


ome | Sign out

Favorites Main Menu > Careers



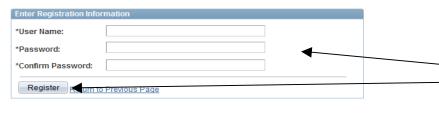
Done State State

Returning users, enter User
Name and Password and click on
the Login button.

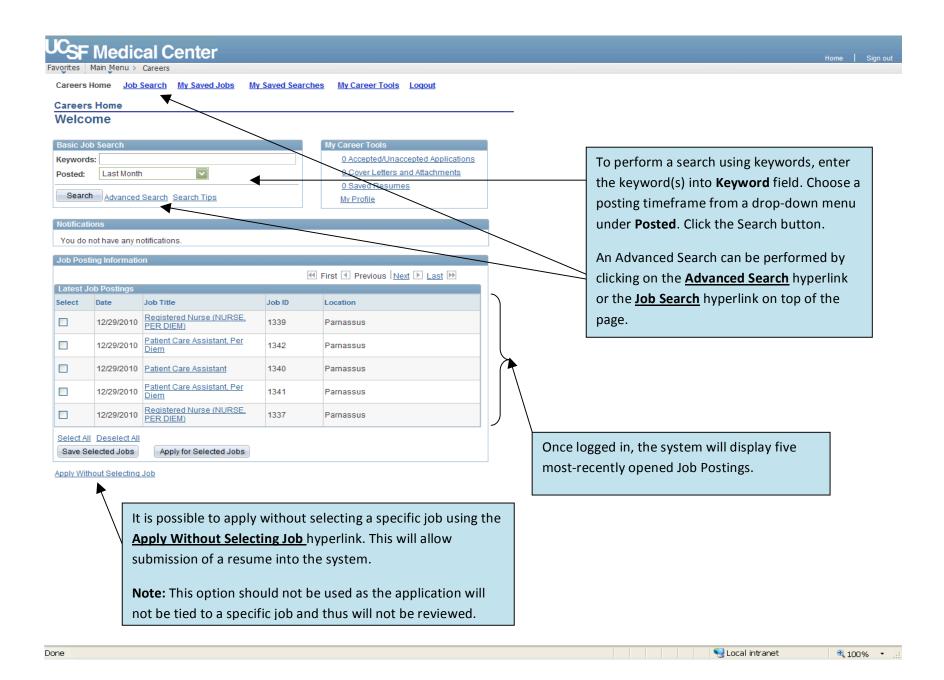


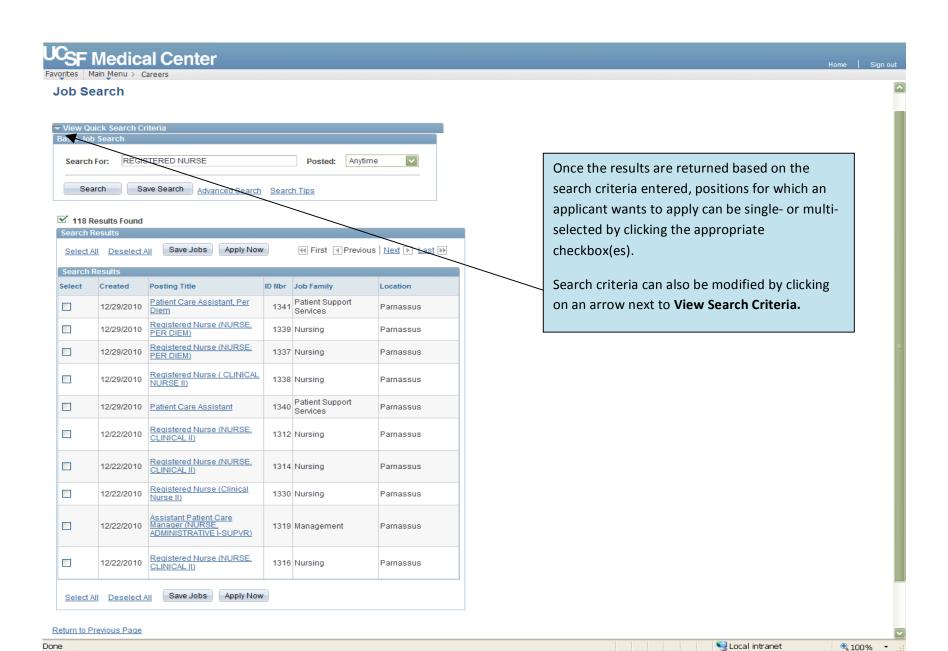
# Register

Enter your new user name and password.



In order to register, create a unique User Name and Password, confirm password and click the Register button.



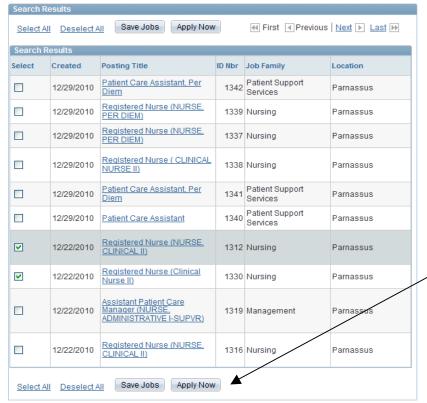




# Job Search



# 118 Results Found



Select the position(s) to apply to and click **Apply Now.** 

Return to Previous Page

# **Apply Now**

# **Choose Resume**

Resume Options

How would you like to proceed?

① Upload a new resume

○ Copy and paste resume text

○ Use an existing resume

○ Apply without using a resume

Continue

Return to Previous Page

Select the **Upload a new resume** option and click **Continue.** Upload the resume document when prompted by the system.

# Notes:

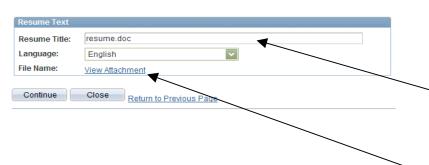
- Returning users can select a resume used for prior applications by selecting Use an existing resume option. (See Page 8 for instructions.)
- 2. Uploaded resumes must be either in PDF or Microsoft Word format.
- 3. Selecting **Copy and paste resume text** may cause the text to lose formatting and **should not be used**.
- 4. Apply without using resume should also not be used, as the application will be considered incomplete without an applicant's resume and will not be

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4 100% ▼ ...



# **Enter Resume Text**



When uploading a new resume, the **Resume Title** will populate with the name of the uploaded document and can be changed by editing the text in the **Resume Title** field.

There is an option to preview the attachment to assure that the correct attachment was selected and that formatting appears correctly. Click on the **View Attachment** hyperlink to preview the attachment.

Click **Continue** to proceed with the application.



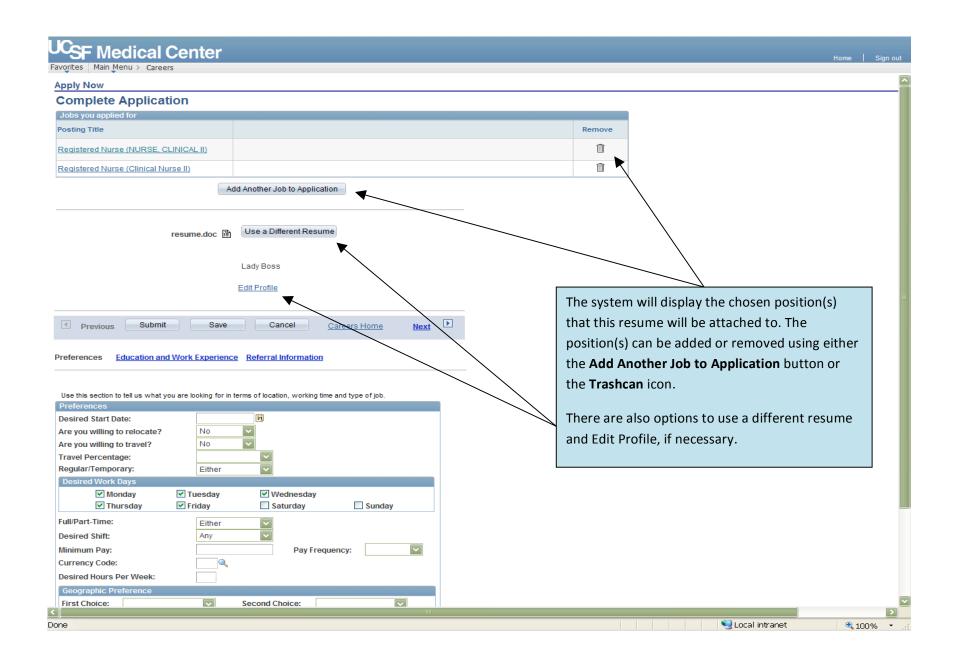
# **Apply Now**

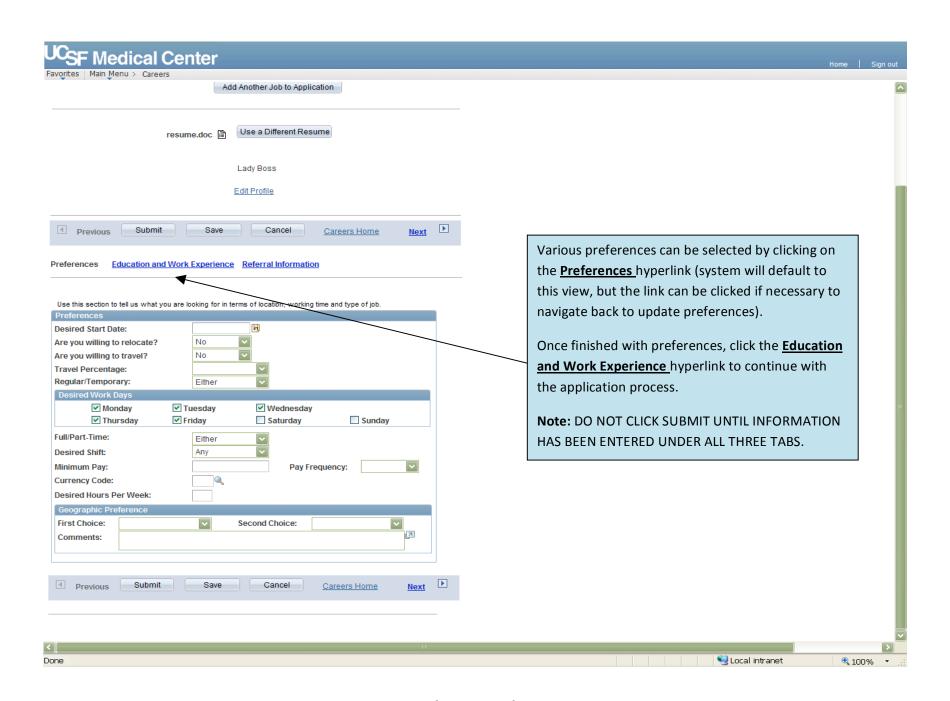
# **Choose Resume**

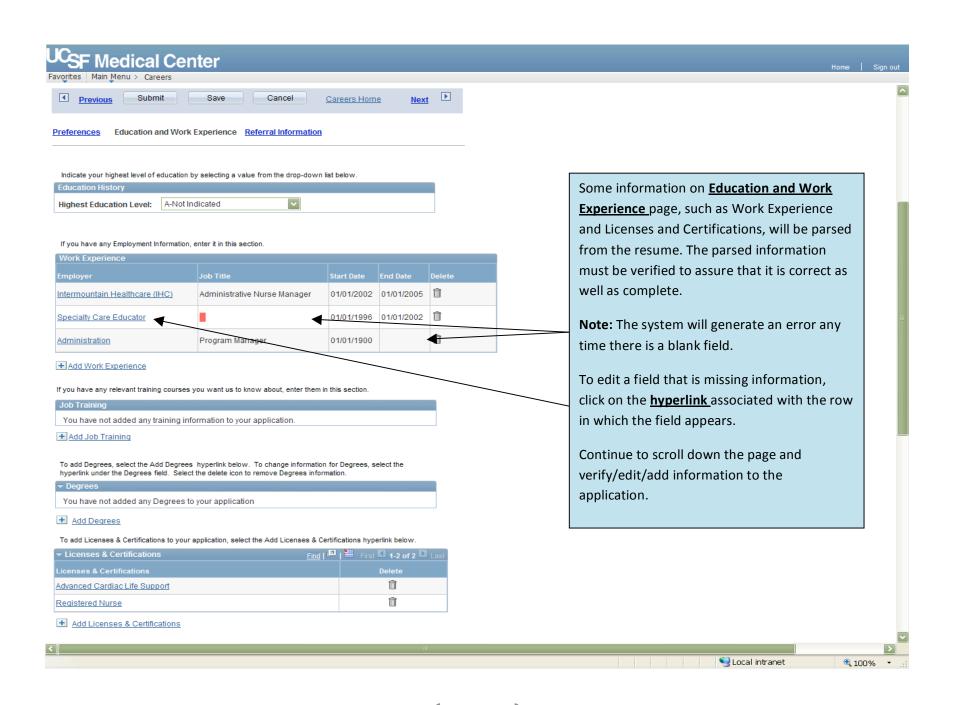


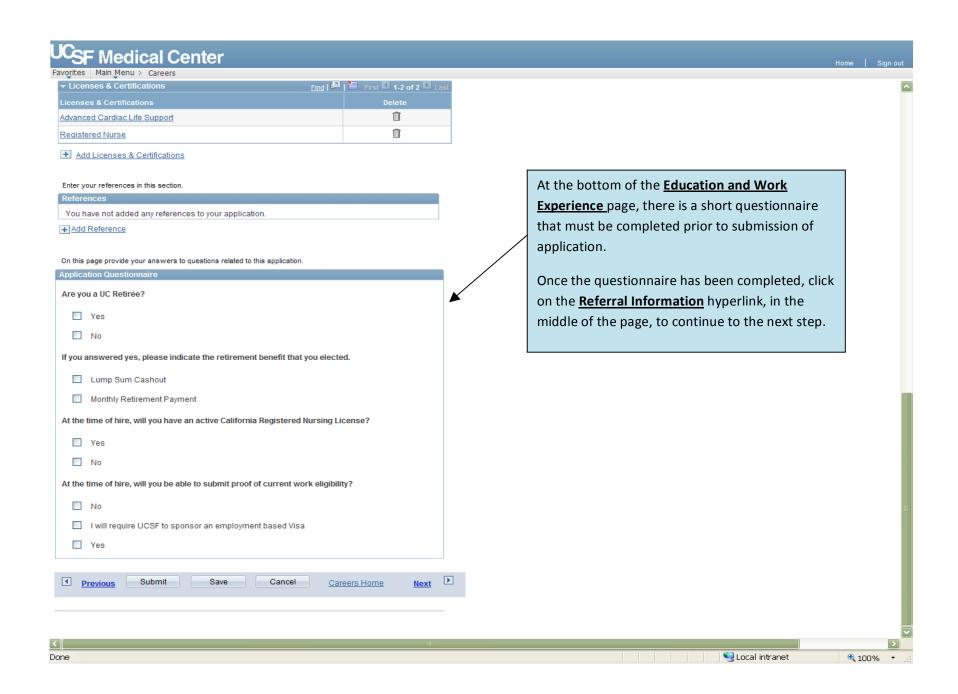
When using an existing resume, select the desired resume from the drop-down menu under **Resume to Use:** 

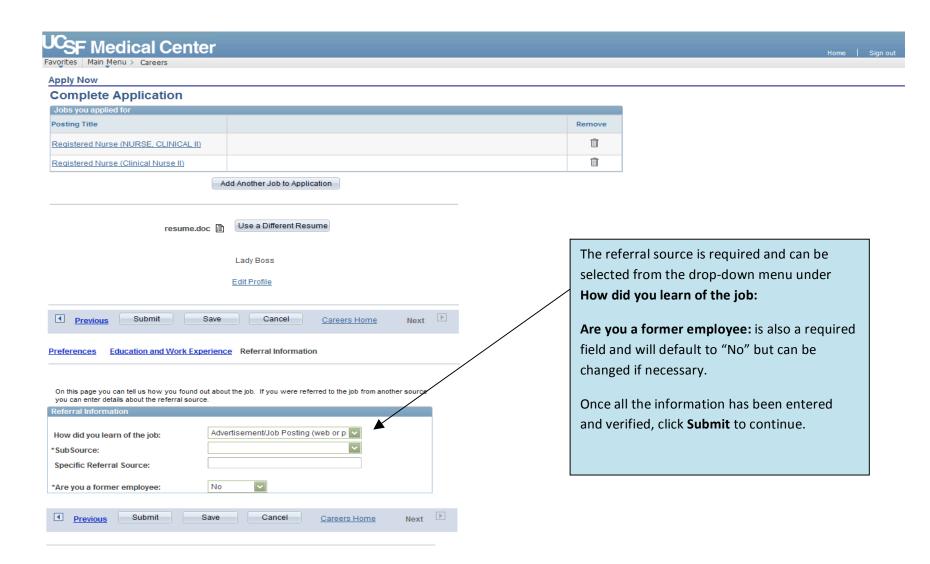
Click **Continue** to proceed with the application.











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# **Submit Online Application**

### **Self Identification Details**

Qualified applicants are considered for and treated during employment without regard to race, color, religion, national origin, clizenship, age, marital status, ancestry, physical or mental disability, medical condition, veteran status or sexual orientation.

Solely to help us comply with federal and state Equal Employment Opportunity record keeping, and other legal requirements, we invite you to complete the following information.

Please note that completion of this information is voluntary. Refusal to complete this information will not subject you to adverse treatment. The information you provide is confidential and will be kept separate from your other applicant information. This information will be used for data reporting requirements and will not be considered in making any employment decisions.



### Terms and Agreements

Please read through the following Terms and Conditions of employment at UCSF Medical Center. By clicking on "I agree to these terms" you will signify your acceptance of these conditions and certify that the information you have provided on your resume and application is true and complete to the best of your knowledge. The information on your resume and application are subject to verification, and falsification of any information is considered a serious infraction and may result in the termination of your employment with the University upon discovery.

All final applicants selected for a position are required to undergo a background check facilitated by UCSF Medical Center. In accepting a critical position, it is understood that employment is contingent upon a satisfactory criminal background check. A satisfactory background check is the absence of a criminal record which bears a demonstrable relationship to the applicant/employee's suitability to perform the required duties and responsibilities of the position.

A conviction (plea of guilty or noto contendere (no contest) or a verdict of guilty of an offense) may not prevent employment by the University of California, San Francisco. A complete disclosure of all convictions for such offenses is necessary before being considered for employment. Failure to make a complete disclosure of such convictions may result in the rescission of offer or dismissal.

Employment reference checks and verifications are also part of the normal employment process.

At the time of hire, the following will be required:

- Submission of proof of current work eligibility
- United States of America citizens will be required to sign the State of California Oath of Allegiance
- A Patent Agreement must be signed upon employment.

In addition to the criminal background check, candidates offered employment at UCSF Medical Center will be required to undergo the following:

### Additional background checks

Searches will be conducted with the Office of Inspector General (OIG) exclusion list, the General Services Administration (GSA) exclusion list, National Sex Offender Registry and the National Criminal Database. Verifications of education will be conducted for positions requiring a college degree or above as a minimal requirement), license and certifications verification for positions requiring a license or certification and DMV records (for positions requiring operation of a vehicle). Fingerprinting is required for any position having direct access to or responsibility for cash or cash equivalent or unescorted access to certain identified radioactive materials in compliance with the Nuclear Regulatory.

Select **Gender** and **Ethnic Group** from the drop-down menus.

Scroll down the page to view and accept **Terms and Agreements.** 

### Add Ethnic Group

I decline to provide my self identification details.

### Terms and Agreements

Please read through the following Terms and Conditions of employment at UCSF Medical Center. By clicking on "I agree to these terms" you will signify your acceptance of these conditions and certify that the information you have provided on your resume and application is true and complete to the best of your knowledge. The information on your resume and application are subject to verification, and falsification of any information is considered a serious infraction and may result in the termination of your employment with the University upon discovery.

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### Health Clearance

A pre-placement health clearance and assessment to determine the new hire candidate's ability to perform the essential functions of the position with or without accommodation. A refusal to participate in the pre-placement health clearance will result in a rescission of offer.

# Substance Abuse Screening

A pre-employment substance abuse screening. A refusal to participate in the pre-employment substance abuse screening will result in a rescission of offer.

# I agree to these terms

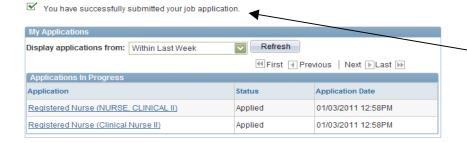
O I do not agree to these terms

Submit Cancel Return to Previous Page

Check the circle next to I agree to these terms and click the **Submit** button.

<u>Careers Home</u> <u>Job Search</u> <u>My Saved Jobs</u> <u>My Saved Searches</u> <u>My Career Tools</u> <u>Loqout</u>

# My Applications



A message confirming successful submission to the listed jobs should be displayed.