



# UCR JOBS

## Master Application

# Click on the blue Master Application section

Once your Master Application has been created it can be used to apply for jobs.

The screenshot shows the UCR JOBS website dashboard. At the top, there is a navigation bar with links for HOME, BROWSE JOBS, ACCOUNT, HOW TO APPLY, and HELP. A search bar for SEARCH JOBS is also present. Below the navigation bar, there is a secondary menu with links for Master Application, Applications in Progress, Documents, and Account Information. The main content area features three large, colorful boxes: a blue box for Master Application, a green box for Apps in Progress, and an orange box for Documents. A large red arrow with the word 'CLICK' written vertically on it points directly to the Master Application box. The Master Application box is also circled in blue. The text in the Master Application box describes how to use the Master Application to store and update information for applying to staff positions. The Apps in Progress box explains how to track applications and check their status. The Documents box describes how to store and manage application documents like resumes and cover letters.

HOME | BROWSE JOBS | ACCOUNT | HOW TO APPLY | HELP | SEARCH JOBS  Go

Master Application | Applications in Progress | Documents | Account Information

Welcome UCR,

The University of California, Riverside is a dynamic, growing community, committed to excellence and diversity in its workforce. The areas below link to the main areas of your UCR JOBS account. You may visit the [How To Apply](#) area to begin managing your job search at UCR. For more information, click on How To Apply

**Master Application**

The UCR JOBS Master Application allows you to store and update information required for applying to staff positions. Your Master Application is created the first time you apply. Once your Master Application has been created, you can use it to apply to multiple positions.

Click on this section to complete or to review and edit your UCR JOBS Master Application

**Apps in Progress**

This section allows you to keep track of your applications to various positions at UCR. Work in progress applications and submitted applications can be accessed here.

Click on this section to check on the status of any of your applications within the UCR JOBS system.

**Documents**

This section allows you to store multiple versions of your resume, cover letter, and other application documents. Personalize your cover letters and resume for different positions to highlight your most important skills and experience.

Click on this section to manage your documents.

# Master Application Overview

Click on each section and complete the relevant information.

As the required fields are completed, the **X** for that section will change into a **✓**

Your Master Application is complete when all sections have a **✓**

HOME | BROWSE JOBS | MY ACCOUNT | HOW TO APPLY | HELP |

SEARCH JOBS  Go

Master Application | Applications in Progress | Documents | Account Information

## Master Application: Overview

**Master Application**

- > Profile X
- > General X
- > Education X
- > Employment X
- > Certifications/Licenses X
- > Additional Information X

UCR Jobs users are required to create a master application. Once you have completed a master application, this information will be stored and available for you to use to apply for positions. You may update your master application at any time.

Your UCR Master Application is comprised of several sections. Please click on each section to complete the relevant information. As the required fields in a section are completed, the X for that section will change to a ✓.

If you have any questions about creating a UCR Master Application, please click on the [Help](#) for further information.

# Master Application: Profile

- Complete all **red** fields. **Red** sections are required fields and must be filled in.
- When Profile information is complete press **“Save & Continue”**

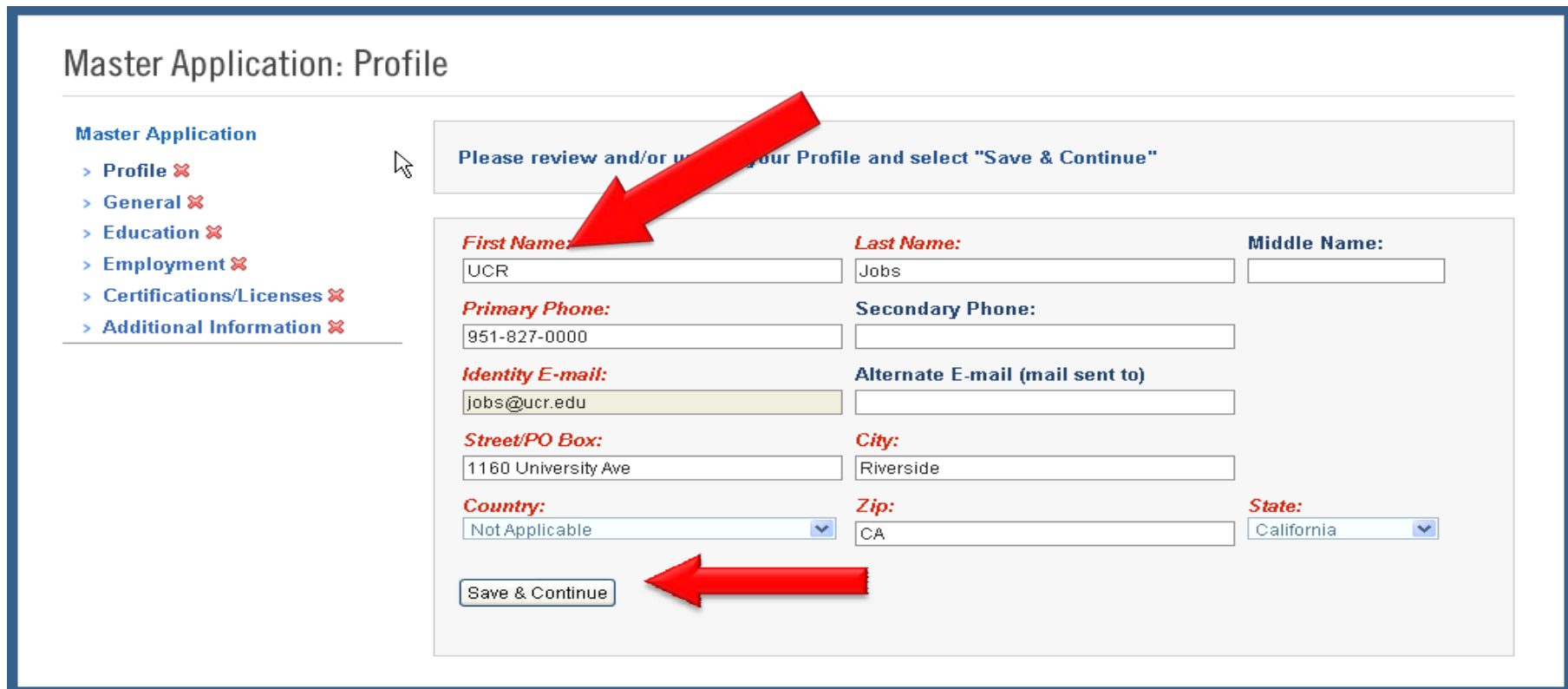
Master Application: Profile

Master Application

- > Profile ✕
- > General ✕
- > Education ✕
- > Employment ✕
- > Certifications/Licenses ✕
- > Additional Information ✕

Please review and/or update your Profile and select "Save & Continue"

<b>First Name:</b>	<b>Last Name:</b>	<b>Middle Name:</b>
<input type="text" value="UCR"/>	<input type="text" value="Jobs"/>	<input type="text"/>
<b>Primary Phone:</b>	<b>Secondary Phone:</b>	
<input type="text" value="951-827-0000"/>	<input type="text"/>	
<b>Identity E-mail:</b>	<b>Alternate E-mail (mail sent to)</b>	
<input type="text" value="jobs@ucr.edu"/>	<input type="text"/>	
<b>Street/PO Box:</b>	<b>City:</b>	
<input type="text" value="1160 University Ave"/>	<input type="text" value="Riverside"/>	
<b>Country:</b>	<b>Zip:</b>	<b>State:</b>
<input type="text" value="Not Applicable"/>	<input type="text" value="CA"/>	<input type="text" value="California"/>



# Master Application: General Information

Master Application: General

Master Application

- > Profile ✓
- > General ✗
- > Education ✗
- > Employment ✗
- > Certifications/Licenses ✗
- > Additional Information ✗

Please review and/or update your General Information and select Save & Continue

**Veteran** If recently separated, separation date (mm/yyyy)  
-- Select Veteran Status --

**Gender** Female **Ethnicity** Decline to State

Do you have a valid California Driver's License?  
 Yes  No

If you are under 18, you must have graduated from high school or received a GED certificate or have a valid work permit in order to be employed by the University. Do you meet this requirement?  
 Yes  No

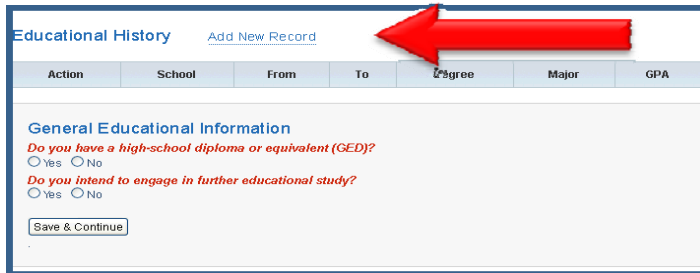
Upon hire, will you be able to provide proof of eligibility to work in the U.S., as specified in the Immigration Reform and Control Act of 1986?  
 Yes  No

Do you have any relatives employed by the UC Riverside?  
 Yes  No

Action	Name	Department	Relationship
<a href="#">Delete</a>	Mary Smith	Math	Sister

- Complete all **red** required fields.
- If you have relatives working for UCR, click **“Add Entry”** and provide relative information.
- When general information is complete press **“Save & Continue”**.

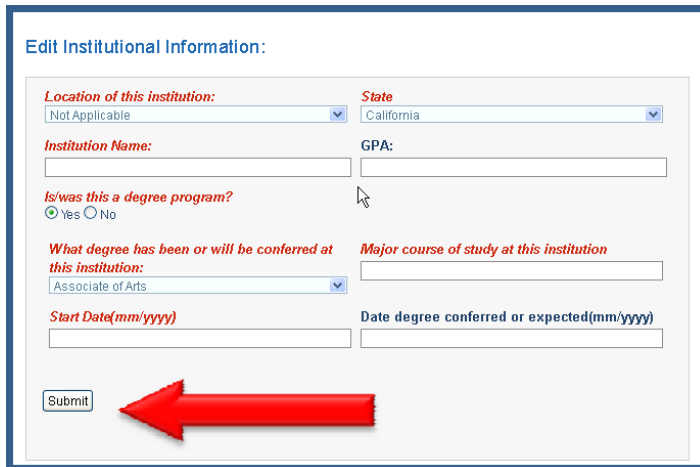
# Master Application: Education



**Educational History** [Add New Record](#)

Action	School	From	To	Degree	Major	GPA
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**General Educational Information**  
*Do you have a high-school diploma or equivalent (GED)?*  
 Yes  No  
*Do you intend to engage in further educational study?*  
 Yes  No



**Edit Institutional Information:**

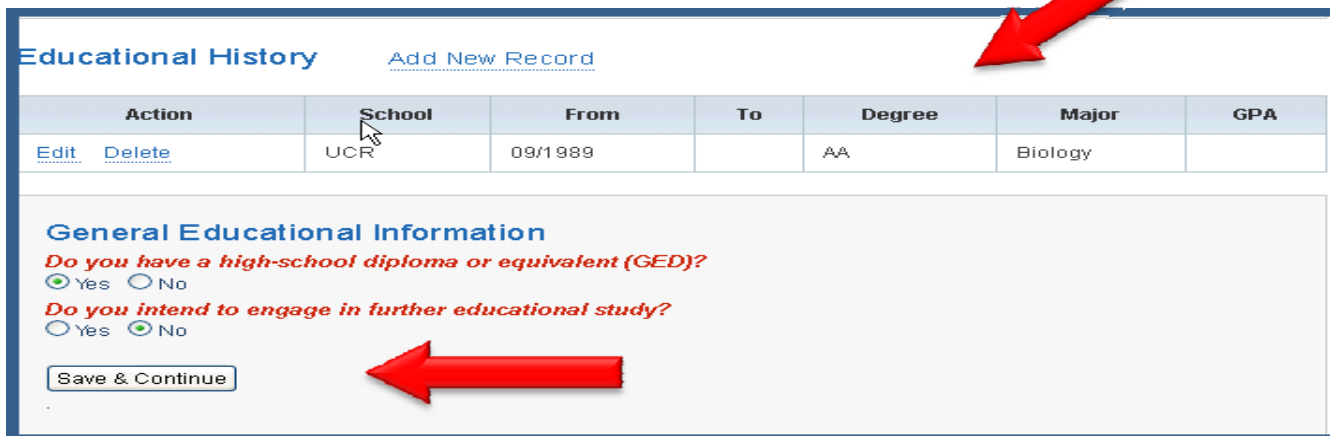
*Location of this institution:*  *State:*

*Institution Name:*  *GPA:*

*Is/was this a degree program?*  
 Yes  No

*What degree has been or will be conferred at this institution:*  *Major course of study at this institution:*

*Start Date(mm/yyyy):*  *Date degree conferred or expected(mm/yyyy):*



**Educational History** [Add New Record](#)

Action	School	From	To	Degree	Major	GPA
<a href="#">Edit</a> <a href="#">Delete</a>	UCR	09/1989		AA	Biology	

**General Educational Information**  
*Do you have a high-school diploma or equivalent (GED)?*  
 Yes  No  
*Do you intend to engage in further educational study?*  
 Yes  No

- To enter your educational history, click **“Add New Record”**.

- Complete the institutional information and click **“Submit”**.

- Verify your educational history is correct.

- Press **“Save & Continue”** when you have completed your education information.

# Master Application: Employment

Employment History [Add New Record](#) 

*Do you have any employment history ?*  
 Yes  No

Edit Employment Information

*This is my current employer*  
 Yes  No

*May we contact your current employer, for a reference check, if required?*  
 Yes  No

*Name of Employer:*

*Type of Business:*

*Position Title:*

*Number of Hours/Week:*

*Supervisor:*

*Supervisor Phone:*

*Starting Date (mm/yyyy) :*

*End Date (mm/yyyy) :*

*City:*

*Country:*

*State:*

*Salary Type:*

*Starting Base Salary(\$, number only) :*


*Ending Base Salary(\$, number only) :*

*Bonus/Incentives(\$, number only) :*

*Bonus/Incentives(\$, number only) :*

Employment History [Add New Record](#)

*Do you have any employment history ?*  
 Yes  No




Action	Position Title	Current Employment	Name of Firm/Institution	Start Date	End Date
<a href="#">Edit</a> <a href="#">Delete</a>	Manager	Yes	UC Riverside	01/2009	



- To enter your employment information, click **“Add New Record”**
- Complete your employment information and click **“Submit”**.
- Verify your employment information is correct.
- Press **“Save & Continue”** when you have completed entering your employment information.

# Master Application: Certifications/Licenses

Certifications/Licenses [Add New Record](#) 

*Do you have any certification?*  
 Yes  No

Action	Certification/License	Number	Issuing Organization/State	Current?	Held Since	Expiration Date
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List membership in professional societies and/or certificated and licenses:

*Certification/License Name:*  *Number:*

*Issuing Organization/State:*  *Held Since(mm/yyyy)*


*Current?*  
 Yes  No

*Expiration Date(mm/yyyy)*




Certifications/Licenses [Add New Record](#)

*Do you have any certification?*  
 Yes  No



Action	Certification/License	Number	Issuing Organization/State	Current?	Held Since	Expiration Date
<a href="#">Edit</a> <a href="#">Delete</a>	Teaching Credentials	California	CA	Yes	10/1999	12/9999



- To enter your Certifications/Licenses click **“Add New Record”**
- Complete your Certification/License information and click **“Submit”**.
- Verify your Employment Info is correct.
- Press **“Save & Continue”** when you are done entering Certification/License information.



# Master Application: Additional Information

Provide additional information in the text box. This may include special skills, published materials and community activities.

When you have completed the additional information click “Save & Continue”.

Your UCR Master Application is now complete and you may now apply for jobs.

Master Application: Additional Information

Master Application

- > Profile ✓
- > General ✓
- > Education ✓
- > Employment ✓
- > Certifications/Licenses ✓
- > Additional Information ✗

Please review and/or update your Additional Information and select Save & Continue.

**Do you have any additional information?**  
 Yes  No

List additional information including special projects, skills, published writings, training machines operated special interest and community activities.

Active in the Inland Valley SHRM

Save & Continue

# Thank you

Please visit the UCR JOBS website  
for additional video tutorials.

<http://jobs.ucr.edu>