

Dolphin CareerLink

Student Employment Application FAQ

1) Where can I find a student employment application?

You can download a [pdf version \(PDF, 241.7KB\)](#). This document can also be found in Dolphin Careerlink -----> Resources -----> Document Library -----> Student Employment Application.

2) How do I apply for on-campus positions with my student employment application?



- First, complete the form by either writing on the hard copy, or fill out the fillable pdf version (recommended) and print the document. **The pdf version cannot be saved, it must be printed!**
- Sign the document
- Scan both pages of the document into one single pdf file, the file size needs to be 200kb or less. **Do not save the documents as separate files or other format types such as: bmp, jpeg, txt, doc or any other format. They will not be approved.**
- Log-in to your Dolphin CareerLink profile through the [myCI portal](#) and upload your documents under the Documents Tab. **Please do not call the office asking to review your document unless the initial 24 hours has passed (not including weekends and holidays).**

3) My Student Employment Application is bigger than 200kb what can I do?

- Option 1** – Visit Extended University at Sage Hall on campus, Thousand Oaks Campus, and Goleta Campus, and we can scan the document for you.
- Option 2** – Contact the IT Help Desk for technical support via: Phone: 805-437-8552 (or dial extension 8552 from a campus phone); Email: helpdesk@csuci.edu; In Person: visit Broome Library 1340; myCI: Login to myCI and go to the "My Apps" tab, then in the "My T&C Work Orders" module click "Create New Request"
- Option 3** – Utilize professional assistance in your local area. Public Library, Kinkos, Staples, Office Depot, Office Max. etc.
- Option 4** – Adjust your scanner settings to reduce the file size. You will need to read the manual of your scanner to learn how to adjust your settings. You may also want to try a google search or visiting the support section in the manufacturer's website. Career Development Services does not have the IT Support capabilities to provide assistance in adjusting your scanner settings.

4) Can I digitally sign my student employment application.

Yes you can. However, we can only accept digital signatures that is an actual representation of your signature. You cannot just type in your signature in the form. Extended University cannot provide assistance on how to do this. Examples:

CORRECT SIGNATURE  ----- **INCORRECT SIGNATURE** John Smith 

5) I'm not in the local area, how can I get help?

Please see options 2-4 above.

6) My Student Employment Application was not approved, what happened?

Please review the notes section indicating the reason your document is not approved. Correct the errors or issues and upload the document again. The following list includes common reason(s) why your document was not approved.

- You did not sign the document.
- The document has missing fields
- The document is blank
- An error occurred in the upload and your document is not completely readable
- The application was extremely difficult to read (unreadable handwriting, or poor image quality)

7) This is too difficult, can I email the employer/career services my Student Employment Application?

Please check the job posting, if the posting indicates other options to apply for the position you may proceed to contact the employer directly. If the position does not mention other options please do not contact the employer. Contacting the employer may hurt you more than help you, as the employer may judge you inaccurately and assume you have poor problem-solving skills. If you feel you must contact the employer, please contact Extended University first. You will not be able to upload your file if it is over 200 kb.

8) Why does the Student Employment Application need to be approved?

This process was not designed to create issues or barriers for students, but to insure students were not denied a job opportunity for a minor error. These documents are a first impression an employer has on you as an applicant. If documents have several errors, or missing information, the applicant is often automatically not considered for the position as the errors reflect poor attention to detail and problem-solving abilities.

9) I've waited over 24 hours and my documents is not approved, what do I do?

Please contact the Main Campus Career Center at 805-437-3270 or career.services@csuci.edu M-F 9am-5pm.