ART MODEL APPLICATION PROCEDURE

1. Complete the Art Department’s Model Information Form. This form may be submitted via email to sa43@csus.edu, along with a jpeg photo of yourself-(clothed -bathing suit is ok). **Do not send nude photos via email.** If you wish to submit a nude photo, it must be brought to the office in a sealed envelope. Please note on the envelope that it contains a nude photo; write your name on the envelope.

You will also need to fill out the Temporary Application – Non Recruited Positions, *(Casual Worker, Helper/Aid, 90-day or less, Police Officer Intermittent/Non-represented)* application form. Remember to sign and date this form and submit it via regular mail, or drop it off at the Art Department. Do not email or fax this form, as the department needs the original copy with your signature on it. Please use blue or black ink when signing this application.

Mail forms to the address above; Attention: Sherry Arrowood

2. After the department receives your completed Temporary Application Form, and Model Information Form, **and a decision has been made to hire you into the Art Model/Casual Worker pool**, hiring paperwork is completed by the department and sent to Payroll. **You will be notified by Art Department staff when to proceed to step # 3 of this process and complete additional paperwork at the Payroll office.**

3. If you are notified by the Art Department that you have been offered a Modeling position, you will then need to go to the Payroll office located on the third floor of Del Norte Hall. You will need to show:
   - Your Social Security card *(Payroll needs to see the actual SS card)*
   - Your valid driver’s license. *If you do not have a valid driver’s license, please call Payroll at (916) 278-6211 for further information on what other types of identification they accept.*

It is a good idea to call the Payroll office to find out what days/hours they are open before coming to campus.

For parking, campus maps, directions to campus and on campus buildings, please refer to the following website: [http://www.csus.edu/pa/visitor/](http://www.csus.edu/pa/visitor/)