INDIANA UNIVERSITY SOUTH BEND
Franklin D. Schurz Library
Dorothy J. Wiekamp Educational Resource Commons
STUDENT ASSISTANT TEMPORARY EMPLOYMENT APPLICATION

PLEASE COMPLETE IN BLACK OR BLUE INK ONLY

PERSONAL INFORMATION

Date of Application ____________________________

Name

Last

First

Middle

School Address

Street

City

State/Zip Code

Permanent Address

Street

City

State/Zip Code

Date of Birth (optional) ____________________________

Phone: ____________________________ E-mail Address: ____________________________

You must provide your university e-mail address, as this is the official method of communication on campus. If a job opening arises, an attempt will be made to contact you at the e-mail address you have provided. If a message is sent to your e-mail address or left for you at your phone number provided above, you must respond within 48 hours or your application will be returned to the files until the next job opening.

Are you eligible for Work Study funding through the Office of Financial Aid? □ YES □ NO

Please check your Financial Aid notification through One.IU.edu.

If you are an international student, please list type of visa: ____________

• Have you registered with the Office of International Student Services? □ YES □ NO

Education (High School, College)

<table>
<thead>
<tr>
<th>School</th>
<th>City / State / Country</th>
<th>Years Attended (from-to)</th>
<th>Major (college)</th>
<th>Years Completed</th>
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Work Experience (begin with most recent)

<table>
<thead>
<tr>
<th>Dates (from-to)</th>
<th>Company</th>
<th>City / State / Country</th>
<th>Job Title</th>
<th>Duties</th>
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Computer Experience/Knowledge

Software:________________________________________________________________________

Programming Language(s), if applicable:________________________________________________________________________

Which semester are you applying for? Please check only one (as your class schedule will likely change from one semester to the next).

- □ SUMMER
- □ FALL
- □ SPRING

How long do you intend to work at the library (i.e., one semester, two years, etc.)?________________________

- If you want to work until graduation, when do you expect to graduate?________________________

Times Available to Work

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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</table>

Current Class Schedule (for semester checked above)

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<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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Please return this application packet to Library Administration via email to adhuff@iusb.edu, or the Schurz Library Circulation Desk on the 1st floor during library hours.

If you are not selected for an interview and hired for the semester checked above, and are still interested in a position in future semesters, please complete a new application with your most current schedule of availability and class times.
NAME (PRINT): ________________________________ (LAST) ________________________________ (FIRST) ________________________________ (MIDDLE)

Are you over 18 years of age? ☐ Yes ☐ No

If required for the position, do you hold a valid driver's license? ☐ Yes ☐ No

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Are you a current Indiana University employee? ☐ Yes ☐ No

If yes, date started, position, and location:

________________________________________

________________________________________

Have you ever been employed by Indiana University in the past? ☐ Yes ☐ No

If yes, your name (if different), date started and left, position, and location:

________________________________________

________________________________________

Have you ever been convicted of a criminal offense that has not been expunged, restricted, or sealed by a judge? ☐ Yes ☐ No

Convicted means you were declared guilty by a judge or you pleaded guilty in court. A conviction may have even taken place if you did not pay a fine or spend time in jail or in prison. A conviction could have been for either a misdemeanor or a felony. Certain traffic offenses rise to the level of a misdemeanor or felony and must be declared; examples include driving under the influence, driving on a suspended license, reckless driving, leaving the scene of an accident, and vehicular homicide. A criminal history investigation is done on each new employee, and employment with the University is conditional, subject to the findings of a criminal history investigation. Answering yes to this question does not automatically disqualify you for employment; however, information obtained from the investigation will be used in the employment review process.

If yes, you must disclose for each offense: date, charge, city, state, and disposition (include type of offense (e.g. misdemeanor, felony) and judgement (e.g. guilty, conditional dismissal)).

________________________________________

________________________________________

________________________________________

________________________________________

All questions and statements must be answered in full or your application will not be processed.
**Name:** LAST  
**MIDDLE**  
**Home Address:** STREET  
**CITY**  
**STATE**  
**ZIP**  
**Home Phone:**  
**Cell Phone:**  
**Business Phone:**  
**Email Address:**  

**What type of work are you willing to accept?** (check all that apply)  
- [ ] Full Time  
- [ ] Part Time  
- [ ] Temporary  
- [ ] Seasonal  
- [ ] Days  
- [ ] Evenings  
- [ ] Weekends  
- [ ] Professional  
- [ ] Maintenance  
- [ ] Custodial  
- [ ] IT/Computer  
- [ ] Dining Service  
- [ ] Clerical  
- [ ] Technical  
- [ ] Other (please specify): ________________

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**EDUCATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
<th>State</th>
<th>Highest Grade Completed</th>
<th>Graduate?</th>
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<tr>
<td>High School or GED</td>
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<td>Yes</td>
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<td>University or College</td>
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**WORK HISTORY**

List your work history for at least the past seven years. Begin with the most recent position. A supplemental work history form is available if needed.

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Name of Firm</th>
<th>Address</th>
<th>Duties Involved</th>
<th>Supervisor</th>
<th>Salary</th>
<th>Reason for Leaving</th>
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**Special skills/foreign languages/certifications/ licenses:**

________________________

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**Special equipment/computer hardware or software/industrial machinery/video or teleconferencing:**

________________________