

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)

School	City / State / Country	Years Attended (from-to)	Major (college)	Years Completed

Work Experience (begin with most recent)

Dates (from-to)	Company	City / State / Country	Job Title	Duties

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

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

Current Class Schedule (for semester checked above)

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

Please return this application packet to the Library Administrative Offices, Schurz Library, Room 304A, between 8am and 5pm Monday through Friday, or to the 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.

Indiana University is an Equal Opportunity/Affirmative Action Employer

Name (print): _____ (Last) _____ (First) _____ (Middle)

Are you over 18 years of age? Yes NoIf required for the position, do you hold a valid driver's license? Yes NoAre you legally authorized to work in the United States? Yes NoAre 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.**Notice:**

Indiana University is an Equal Opportunity/Equal Access/Affirmative Action institution. IU intends to maintain an alcohol and drug-free workplace and to comply with the Drug Free Workplace Act of 1988 and its amendments. To that end, all employees must comply with the university's Substance Free Workplace policy. The Annual Security and Fire Safety Report, containing policy statements, crime and fire statistics for all Indiana University campuses, is available online at <https://protect.iu.edu/police-safety/annual-reports/index.html>. You may also request a physical copy by emailing IU Public Safety at iups@iu.edu, or by visiting IUPD.

Please read and sign the following statement:

I certify that all information provided in all my application material is true. I understand that any false statement made herein is sufficient reason for rejection of this application or termination of subsequent employment regardless of date of discovery. I authorize the university to investigate all statements made in my application material for employment. I authorize such educational institutions and employers and others (and their agents or employees) to respond to questions concerning information given in this application material and I further release from liability such former employers, institutions, or persons providing such information to the university.

I understand that an offer of employment from Indiana University will be contingent on the receipt and evaluation of the background check report. Disclosure of convictions within this application does not automatically disqualify me for employment; however, information obtained from the investigation will be used in the employment review process.

I agree that the university may require my participation in and contribution to retirement programs while employed. I also understand that the direct deposit of my paycheck to my personal checking or savings account is a condition of employment. I understand that no offer of benefits such as a pension plan, insurance, vacation, or salary rate is final until cleared by Human Resources, and fully approved by appropriate university officials. I have carefully read and understand this statement and, by my written or electronic signature below, note such.

Signature of Applicant: _____**Date:** _____

Name: LAST FIRST 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): _____

EDUCATION

Name	City	State	Highest Grade Completed	Graduate?	University or College Major/Degree and year obtained for verification purposes only
High School or GED				<input type="checkbox"/> Yes <input type="checkbox"/> No	
University or College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
University or College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
University or College				<input type="checkbox"/> Yes <input type="checkbox"/> No	

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.

From	To	Name of Firm	Address	Duties Involved	Supervisor	Salary	Reason for Leaving

Special skills/foreign languages/certifications/licenses: _____

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