

# INDIANA UNIVERSITY SOUTH BEND

Franklin D. Schurz Library

Dorothy J. Wiekamp Educational Resource Commons

STUDENT ASSISTANT PART-TIME EMPLOYMENT APPLICATION

## PERSONAL INFORMATION

Date of Application \_\_\_\_\_

Name

Last

First

Middle

School Address

Street

City

State/Zip Code

Permanent Address

Street

City

State/Zip Code

Birth Date (optional)

Phone:

E-Mail Account:

You must provide a phone number and/or E-Mail Account at which you can be reached. If a job opening arises, an attempt will be made to contact you at the number/account you have provided for 48 hours. If a message is left for you at the phone number or on your E-mail Account, you must respond within 24 hours or your application will be returned to the files until the next job opening.

If you are an international student please show type of visa:

Have you registered with the Office of International Student Services? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you eligible  
for Work Study? \_\_\_\_\_

Education (High School, Business School, College)

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

– Please Complete Reverse Side

Work Experience (Begin with most recent)

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

Computer Experience/Knowledge:

Software: \_\_\_\_\_

Keyboarding: \_\_\_\_\_

Programming Language: \_\_\_\_\_

What semesters are you available to work at the Library?

Summer I \_\_\_\_\_ Summer II \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_

Your expected Graduation date: \_\_\_\_\_

Times available to work:

Current Class Schedule:

Monday \_\_\_\_\_ Monday \_\_\_\_\_

Tuesday \_\_\_\_\_ Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_ Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_ Thursday \_\_\_\_\_

Friday \_\_\_\_\_ Friday \_\_\_\_\_

Saturday \_\_\_\_\_ Saturday \_\_\_\_\_

Sunday \_\_\_\_\_ Sunday \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE LIBRARY ADMINISTRATIVE OFFICES, ROOM 304,  
BETWEEN 8 AM TO 12 NOON AND 1 PM TO 5 PM MONDAY THROUGH FRIDAY.

*This application will be held until the end of the current semester or summer session. If you are still interested at the end of that time, please re-apply.*

Indiana University is an Equal Opportunity/Affirmative Action Employer.

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 judgment (e.g., guilty, conditional dismissal).)

**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. Annual security and fire safety reports containing policy statements and crime and fire statistics for Indiana University campuses are available at [protect.iu.edu/police/crimestats/](http://protect.iu.edu/police/crimestats/).

**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.

**All questions and statements must be answered in full or your application will not be processed.**

(Signature of Applicant)

(Date)

Name (print) \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

Address \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip code)

Phone #s \_\_\_\_\_ (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (Cell) \_\_\_\_\_ E-mail \_\_\_\_\_

What type of work will you accept? (check all that apply)

Full Time     Part Time     Days     Professional     Maintenance     Custodial     IT/computer  
 Temporary     Seasonal     Evenings     Dining Service     Clerical     Technical     Other (please specify) \_\_\_\_\_  
 Weekends

**EDUCATION**

Name	City	State	Highest Grade Completed	Graduated?	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 \_\_\_\_\_