

# 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

Permanent Address \_\_\_\_\_  
Street City State/Zip Code

Phone: \_\_\_\_\_ Date of Birth (optional) \_\_\_\_\_

IU Email Address: \_\_\_\_\_

Non-IU Email Address: \_\_\_\_\_

Will you be living on-campus this semester?  YES  NO

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

**You must complete the attached IU Employment Application Form. Pay special attention to the following as *these may impact our hiring decisions*:**

- **Education** (High School, College)
- **Work History** (begin with most recent)
- **Computer Hardware or Software Experience**

Which semester does the schedule below represent?  SUMMER  FALL  SPRING

Please **black out** or place an "X" in the boxes for the hours you are **NOT available** to work (in class, club meetings, etc.)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
12:00 AM							

Library hours may change throughout the year. Check the following web page for current hours:  
<https://library.iusb.edu/about-us/hdp.html>.

If you want to work at the libraries until graduation, when do you expect to graduate (semester and year)? \_\_\_\_\_

You may return this application packet (all four pages) through one of the following options:

- Library Administrative Offices (3<sup>rd</sup> floor of the Schurz Library)
- Schurz Library Circulation Desk (1<sup>st</sup> floor of the Schurz Library)
- Electronic/scanned documents emailed to [kplodows@iusb.edu](mailto:kplodows@iusb.edu)

**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 submit a new application with your most current schedule of availability and class times.**

# EMPLOYMENT APPLICATION FORM

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 judgement (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. 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](mailto: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: \_\_\_\_\_

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

<b>Name:</b> LAST		FIRST	MIDDLE	
<b>Home Address:</b> STREET		CITY	STATE	ZIP
<b>Home Phone:</b>		<b>Cell Phone:</b>		<b>Business Phone:</b>
<b>Email Address:</b>				
<b>What type of work are you willing to accept?</b> (check all that apply)				
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Temporary	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Days
<input type="checkbox"/> Professional	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Custodial	<input type="checkbox"/> IT/Computer	<input type="checkbox"/> Dining Service
<input type="checkbox"/> Evenings	<input type="checkbox"/> Weekends	<input type="checkbox"/> Clerical	<input type="checkbox"/> Technical	<input type="checkbox"/> Other (please specify): _____

**EDUCATION**

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