

Indiana University Hourly Employment Application Form

Indiana University is an Equal Opportunity/Affirmative Action Employer.

Name (print)

CURRENT Address _____ (Last) _____ (First) _____ (Middle)

PERMANENT Address _____ (Street) _____ (City) _____ (State) _____ (Zip code)

Phone #s _____ (Home) _____ (Cell) _____ E-mail _____

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

- | | | | |
|---|--------------------------------------|------------------------------------|---|
| <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"/> Clerical | <input type="checkbox"/> Technical | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Days | <input type="checkbox"/> Evenings | <input type="checkbox"/> Weekends | |

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, appointed or hourly

If yes, date started, position, and department/campus _____

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 department/campus _____

Have you ever been convicted of a crime other than a minor traffic violation? 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. A minor traffic violation is an infraction for which you would be ticketed. Driving while under the influence, driving on a suspended license, reckless driving, leaving the scene of an accident and vehicular homicide are not minor traffic violations.

tions. 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, it is mandatory that you complete this section. List each offense: date, charge, city, state and dispensation

Please read and sign the following statement:

All offers of employment, oral and written, shall include the following statement: "This offer is contingent on the university's verification of credentials and other information required by state law and IU policies, including the completion of a criminal history check."

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.

Indiana University complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, sale, distribution, dispensation, possession or use of a controlled substance (usually referred to as illegal drugs listed under the federal Controlled Substances Act) and alcohol is prohibited on University property, or in the course of a University activity, and may result in employee discipline up to and including termination of employment.

I understand that 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.

(Signature of Applicant)

(Date)

Monday

11am-3pm
2pm-6pm
4pm-8pm
8pm-12pm

Tuesday

11am-3pm
2pm-6pm
4pm-8pm
8pm-12pm

Wednesday

11am-3pm
2pm-6pm
4pm-8pm
8pm-12pm

Thursday

11am-3pm
2pm-6pm
4pm-8pm
8pm-12pm

Friday

11am-3pm
2pm-6pm
4pm-8pm
8pm-12pm

Saturday

10am-2pm
1pm-5pm
4pm-8pm
8pm-12pm

Sunday

10am-2pm
1pm-5pm
4pm-8pm
8pm-12pm