

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)).

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) <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"/> Evenings <input type="checkbox"/> Weekends <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): _____					

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: _____

TO BE COMPLETED BY ALL NEW EMPLOYEES.

Direct deposit is mandatory for all IU employees. Visit controller.iu.edu/services/employees/direct-deposit-paycards for instructions to enroll in direct deposit. If you do not enroll prior to your first paycheck, payments will be deposited onto a pay card until enrollment is received. This pay card can be obtained from the campus Payroll office.

Type of Appointment: <input type="checkbox"/> Academic (Includes Resident Interns) <input type="checkbox"/> Student Academic <input type="checkbox"/> Staff <input type="checkbox"/> Hourly			
University Affiliation (choose one): <input type="checkbox"/> Former Employee <input type="checkbox"/> Current/Former Student <input type="checkbox"/> No previous affiliation			
University ID or Social Security Number: UID		SSN	
Legal Name: LAST	FIRST	MIDDLE	SUFFIX
Note: Legal name must match that as recorded by the Social Security Administration (SSA). If your name is not correct with SSA, you must update your records with that office.			
Preferred Name: LAST	FIRST	MIDDLE	SUFFIX
Passport Name: LAST (Non-US Citizens Only)	FIRST	MIDDLE	SUFFIX
Birthdate:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married	
U.S. Status (MUST CHOOSE ONE): <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Lawful Permanent Resident <input type="checkbox"/> Other If not a U.S. Citizen - Primary Country of Citizenship:			
Home Address:	STREET		APT #
	CITY	STATE	ZIP
COUNTRY			
Your home address (your legal residence) is necessary for the university to mail tax information (including W2s) and benefit enrollment information (for eligible employees). It is also required for tax reporting to the IRS.			
Phone:		Non-IU Email:	
Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What is your race? (select one or more): <input type="checkbox"/> American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. <input type="checkbox"/> Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. <input type="checkbox"/> Black/African American: A person having origins in any of the Black racial groups of Africa. <input type="checkbox"/> Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. <input type="checkbox"/> White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.			
Confidentiality - Under federal law, Indiana University is required to collect and report data regarding the sex, racial, and ethnic composition and veteran status of its workforce. This information is used for reporting and administrative purposes.			
Signature:			Date:

IMPORTANT! After the HR e-Doc processing for this hire is complete, please shred this form.

Additionally, Academic employees must complete the PS personal profile form and submit to the campus Academic Affairs office.