

Facilities Management Student Employment Application

Revised: August 3, 2012

Semester Applying For: ☐ Fall ☐ Spring ☐ Summer Are you eligible for Work Study? ☐ Yes ☐ No

What position(s) do you wish to be considered for:

Most Recent Work Study Award: \_\_\_\_\_

☐ Maintenance ☐ Custodial ☐ Other \_\_\_\_\_

\*\*\*\*\*

Student Information – Please print clearly.

Name: \_\_\_\_\_

ISU ID#: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Current Address:

Home / Permanent Address:

Street Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Current Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Class Status: ☐ FR ☐ SO ☐ JR  
☐ SR ☐ Grad

Major: \_\_\_\_\_

Cum. GPA: \_\_\_\_\_

Are you at least 18 years of age? ☐ Yes ☐ No – when will you turn 18?: \_\_\_\_\_

Do you have a valid US drivers' license? ☐ Yes ☐ No

Have you ever been convicted, received a deferred judgment or sentence, paid a fine, served probation or pled guilty or no contest of a felony or misdemeanor, including traffic violations? If yes, for what, where, and when? ☐ Yes ☐ No  
If no, please respond not applicable (N/A). A criminal record is not an absolute bar to employment but will only be considered in relation to specific job requirements.

Have you ever been terminated, discharged, dismissed, or involuntarily separated from employment? If yes, please provide company names and details. If no, please respond not applicable (N/A). ☐ Yes ☐ No

\*\*\*\*\*

Employment Experience – Please list most recent first.

Business Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Position Held: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Dates Employed: From - \_\_\_\_\_ To - \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact this employer?

☐ Yes

☐ No

Business Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Position Held: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Dates Employed: From - \_\_\_\_\_ To - \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact this employer?

☐ Yes

☐ No

★★

**Personal References** – Please do not list relatives/family members.

**Reference Name:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Reference Name:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

★★

**Availability** - Please mark times you are available to work.

Office Hours	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Academic Year 8:00 AM – 5:00 PM	7:30 AM - 8:00 AM							
	8:00 AM - 8:30 AM							
	8:30 AM - 9:00 AM							
	9:00 AM - 9:30 AM							
Summer 7:30 AM – 4:00 PM	9:30 AM - 10:00 AM							
	10:00 AM - 10:30 AM							
	10:30 AM - 11:00 AM							
	11:00 AM - 11:30 AM							
	11:30 AM - 12:00 PM							
	12:00 PM - 12:30 PM							
	12:30 PM - 1:00 PM							
	1:00 PM - 1:30 PM							
	1:30 PM - 2:00 PM							
	2:00 PM - 2:30 PM							
	2:30 PM - 3:00 PM							
	3:00 PM - 3:30 PM							
	3:30 PM - 4:00 PM							
	4:00 PM - 4:30 PM							
	4:30 PM - 5:00 PM							
	5:00 PM - 5:30 PM							
	5:30 PM - 6:00 PM							

**Do you work for any other ISU office or department?**   ☐ No   ☐ Yes – Where: \_\_\_\_\_

ISU students may not exceed a combined total for all campus employment of 20 hours per week during the academic year and 40 hours per week during the summer.

**Are you willing to work during the following breaks?** (Check if Yes)   ☐ Thanksgiving   ☐ Winter   ☐ Spring

★★

**Application Agreement and Signature**

- I, the applicant, authorize Iowa State University to use the information and statements contained in this application to determine my qualifications for employment. I authorize Iowa State University to make inquiries of my former employers regarding my previous duties, responsibilities, performance, compensation, and eligibility for rehire. In addition, I authorize Iowa State University to conduct additional reference checks that may include reference referrals from previous employers.
- I understand that a comprehensive background check may be conducted to determine my eligibility for hire. This may include but is not limited to: verification of degrees, investigations of criminal and/or conviction records, driving records, and/or a drug screen test as required by U.S. Department of Transportation regulations or university policies. I also understand that medical, psychological and/or physical demands examinations may be required for certain positions. Therefore, I understand that offers of employment will be conditional and that my employment will depend on successful completion of any conditions of employment that are contained in the Iowa State University vacancy announcement or in university policies.
- I release Iowa State University, as well as other entities or persons from which information is sought or obtained, from any claims I may have on the University's decision to conduct a reference or background check or the consequences of that check.
- I certify that all statements made in my application are true and accurate, and that I have not omitted any material information or provided false or misleading information. I understand that any material omission or misrepresentation may result in my disqualification from consideration for employment or, if discovered after I begin employment, may result in my termination.
- If hired, I agree to abide by the policies of Iowa State University.
- I certify that I have read, and agree with, these statements.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return your **SIGNED** application to:

**Mail:** Department of Residence  
0347 Helser Hall  
Ames, IA 50012

**Phone:** 515-294-1300