

# Indiana University Hourly Employment Application Form

Indiana University is an Equal Opportunity/Affirmative Action Employer.

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

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

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

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

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

- Professional       Maintenance       Custodial       IT/computer  
 Dining Service       Clerical       Technical       Other (please specify) \_\_\_\_\_  
 Days       Evenings       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 viola-

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)

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