

Indiana University 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 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. 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 _____

DO NOT WRITE IN THIS SECTION			
Referrals--Department name	Grade	Date	Accepted date

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 agree that the University may require my participation in and contribution to retirement programs while employed. I also 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.

Name (print) _____
(Last) (First) (Middle)

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

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

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

- Full Time
 Part Time
 Professional
 Maintenance
 Custodial
 IT/computer
 Temporary
 Seasonal
 Dining Service
 Clerical
 Technical
 Other (please specify) _____

EDUCATION

	Name	City	State	Highest Grade Completed	Graduated?	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 _____
