

Indiana University - Kokomo Library Student Assistant Application

Today's Date: _____

(please print)

Name: _____ Telephone Number: _____

Address: _____

City/State/Zip: _____

High School: _____

College: _____ Degree Expected: _____ Date: _____

Extra-Curricular Activities: _____

Have you ever worked for Indiana University before? If so, list position held and dates:

Have you ever worked in a Library before? If so, list name, position held, and dates:

Are you familiar with IUCAT? _____ Are you familiar with Microform / Copy machines? _____

How many hours are you able to work? _____ Will you work evenings and weekends? _____

List the kinds of work you have performed, including part-time and temporary:

List your last or present positions. (Please list most recent position first)

1. _____
Name of firm Address Dates: from - to

Position Supervisor

2. _____
Name of firm Address Dates: from - to

Position Supervisor

OVER →

Personal References: (do not give relatives or employers)

1. _____
Name Address Phone

2. _____
Name Address Phone

Please list your semester schedule: Circle Semester: **Fall Spring Summer 1 Summer 2**

DAY	TIME	COURSE #	ROOM

Effective 10/1/97 all new I.U. employees are required to be on Direct Deposit.

Applicant's Signature: _____

Indiana University is an equal opportunity / affirmative action institution.

**If you have a disability and need assistance, special arrangements can be made to assist you with most needs.
Please contact the Circulation Supervisor at 765-455-9237 for assistance.**

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Office Use Only

Interviewed by: _____

Date: _____

Comments:

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 Services
- Clerical
- Technical
- Other (please specify) LIBRARY
- Garage
- Evening
- Weekend

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. 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.