



# UNIVERSITY OF SOUTHERN INDIANA

## Application for Employment

Please Print or Type

Human Resources Department • 8600 University Boulevard • Evansville, Indiana 47712

### Personal Information

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Last First Middle

Present address \_\_\_\_\_  
Street City State Zip code

Home telephone ( ) \_\_\_\_\_ Alternate number ( ) \_\_\_\_\_

Are you 18 years of age or older?  Yes  No If no, please enter birthdate \_\_\_\_\_

Are you a U.S. citizen?  Yes  No If no, do you have the legal right to work in this country?  Yes  No *Documents which establish identity and employment eligibility will be required upon employment.*

Have you ever been convicted of a felony?  Yes  No If yes, please explain \_\_\_\_\_  
(Conviction will not necessarily disqualify an applicant from employment.)

Position desired A. \_\_\_\_\_ Salary Desired \_\_\_\_\_

B. \_\_\_\_\_ Date available for work \_\_\_\_\_

Desired working schedule  Full Time  Part Time  Summer  Temporary  Days  Nights  Evenings  Weekends

How were you referred to USI?  Newspaper ad  School placement center  PIC  USI employee  Walk-in  Other \_\_\_\_\_

Have you filed an application or been employed before by USI?  Yes  No If yes, give dates \_\_\_\_\_

List any relatives employed by USI \_\_\_\_\_  
Name Department

### Employment History

List all employers starting with current/most recent employer.

Employer	Phone	<b>Employed</b>	Summary of duties
Street address		From Mo. Yr.	
City	State Zip	To Mo. Yr.	
Your job title		<b>Earnings</b>	
Immediate supervisor		Starting Salary:	Reason for leaving
		Ending Salary:	May we contact at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Phone	<b>Employed</b>	Summary of duties
Street address		From Mo. Yr.	
City	State Zip	To Mo. Yr.	
Your job title		<b>Earnings</b>	
Immediate supervisor		Starting Salary:	Reason for leaving
		Ending Salary:	May we contact at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No
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City	State Zip	To Mo. Yr.	
Your job title		<b>Earnings</b>	
Immediate supervisor		Starting Salary:	Reason for leaving
		Ending Salary:	May we contact at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No

(SEE OTHER SIDE)

Date

Name

Position Code

Application Number

FOR HUMAN RESOURCES USE ONLY:

## Educational Background

Schools Attended Past and Present	Name of School	Location	No. of Years Completed	Did You Graduate?	Major/Course Degree
High School/GED					
College or University					
Technical or Vocational					
Other Schooling					

## Special Training or Qualifications

CHECK THE SKILLS IN WHICH YOU HAVE HAD TRAINING OR EXPERIENCE

Office Skills		
<input type="checkbox"/> PC	<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> Cash Register
<input type="checkbox"/> Calculator	<input type="checkbox"/> Word Processing	<input type="checkbox"/> Spreadsheet Program
<input type="checkbox"/> Fax		
Specify other related skills _____		
_____		
_____		

Building/Services Skills			
<input type="checkbox"/> Grounds	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Shipping	<input type="checkbox"/> Security
<input type="checkbox"/> Electrical	<input type="checkbox"/> Painting	<input type="checkbox"/> HVAC	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Custodial			
Specify Other/Building/Services/Skills _____			
_____			
_____			

List any other experiences, skills, or qualifications which may be pertinent to your employment at USI. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## References

LIST REFERENCES WHO ARE NOT FORMER EMPLOYERS OR RELATIVES

Name	Occupation	Mailing Address	Telephone

## Signature

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize you to make investigations and inquire of my personal and employment history as may be necessary in arriving at an employment decision. The information provided is the property of the University and will be held confidential.

I understand and agree that this application is not a contract and that acceptance of employment is not a contract of employment for a specified term. I understand and agree that I may resign my employment with USI at any time for any reason, and that my employment may be terminated at the will of USI at any time for any reason. I understand that any handbooks, manuals, policies, and procedures maintained by USI are not contractual in nature and may be amended or abolished at the sole discretion of USI at any time.

In the event of employment, I understand that false or misleading information given on my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the University.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

It is the policy of the University of Southern Indiana to be in full compliance with all Federal and State Non-discrimination and Equal Opportunity Laws, Orders, and Regulations relating to race, sex, religion, disability, age, national origin, sexual orientation, or status as a disabled veteran or veteran of the Vietnam Era. USI will provide reasonable accommodation to qualified individuals with disabilities.

*The University of Southern Indiana is an Equal Opportunity/Affirmative Action Employer.*

## For Human Resources Use Only

Positions Applied for:	Code	Date	Code	Date	Positions Applied for:	Code	Date	Code	Date
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____