



Personal Information

Name _____ Social Security Number _____
Last First Middle

Present Address _____
Street City State Zip Code

Home Telephone () _____ Alternate Number () _____

E-mail Address _____

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, and documents which establish employment eligibility may be requested prior to an offer of 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 USI HR Website 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 Relationship

List other names under which you have worked or attended school, if applicable _____

Employment History

List all employers starting with current employer. Please complete all sections and do not respond see resume.

Table with 3 columns: Employer, Employed, Summary of duties. Multiple rows for different employers.

Educational Background

Schools Attended Past and Present	Name of School	Location	# of Years Completed	Did You Graduate?	Major/Course Degree
High School/GED					
College or University					
Technical, Vocational, Or Business School					
Other Schooling					

Note: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications.

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	<input type="checkbox"/> Database Software	<input type="checkbox"/> Desktop Publisher
<input type="checkbox"/> Graphic Software		
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

Your Social Security Number is requested on this form to facilitate record keeping, and to minimize effort and errors in reference to other records which require the use of the Social Security Number. You have the right to refuse to provide your Social Security Number on this form without penalty, or to request that it be removed at any time.

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, employment, and criminal 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 an application, supporting documentation, or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulation 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:	Requisition #	Date	Entered By	Requisition #	Date	Entered By
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____