|  |  |
| --- | --- |
| The University of Alabama in Huntsville  Student Employment Application |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | | | | | | |  | | | | | | | | | | | | | | | First | | |  | | | | | | | | | | | | | MI |  | | | | | | Date | |  | | |
| Street Address | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Apartment/Unit # | | | | | | | | |  | | |
| City | |  | | | | | | | | | | | | | | | | | | | | State | | |  | | | | | | | | | | | | | ZIP | | |  | | | | | | | | |
| Phone | |  | | | | | | | | | | | | | | | | | | | | E-mail Address | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Date Available | | | | | | | |  | | | | | | | | | | A Number | | | | | |  | | | | | | | | | | | Major/GPA | | | | | | | |  | | | | | | |
| Position Applied for | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you eligible to work in the United States? | | | | | | | | | | | | | | | | | YES | | | NO | | | | | Is your eligibility permanent or temporary? | | | | | | | | | | | | | | | | | Permanent | | | | | | Temporary | |
| Have you ever worked for UAH? | | | | | | | | | | | | | | | | | YES | | | NO | | | | | If so, when? | | | | | |  | | | | | | | | | | | | | | | | | | |
| If you are not a U.S. Citizen | | | | | | | | | | | | | | | | | Visa: | | | |  | | | | Country: | | | | | |  | | | | | | | | | | | | | | | | | | |
| Are you employed by another department on campus? | | | | | | | | | | | | | | | | | YES | | | NO | | | | | If so, which department? | | | | | |  | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High School | | | | | | |  | | | | | | | | | | | | | Address | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| From | | |  | | | | | | | To | |  | | | Did you graduate? | | | | | YES | | | | | NO | | | | Diploma | | | | |  | | | | | | | | | | | | | | | |
| College | | |  | | | | | | | | | | | | | | | | | Address | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| From | | |  | | | | | | | To | |  | | | Did you graduate? | | | | | YES | | | | | NO | | | | Degree | | | | |  | | | | | | | | | | | | | | | |
| Other | | |  | | | | | | | | | | | | | | | | | Address | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| From | | |  | | | | | | | To | |  | | | Did you graduate? | | | | | YES | | | | | NO | | | | Degree | | | | |  | | | | | | | | | | | | | | | |
| Previous Employment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Company | | | | |  | | | | | | | | | | | | | | | | | | | | | Phone | | | | | |  | | | | | | | | | | | | | | | | |
| Address | | | |  | | | | | | | | | | | | | | | | | | | | | | Supervisor | | | | | | |  | | | | | | | | | | | | | | | |
| Job Title | | | |  | | | | | | | | | | | | | | | | | Starting Salary | | | | | $ | | | | | | | | | | Ending Salary | | | | | | | | $ | | | | |
| From |  | | | | | | | | To | | | | |  | | Reason for Leaving | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | | | | | | | | | | | | | | YES | | | NO | | | | | |  | | | | | | | | | | | | | | | | |
| Company | | | | |  | | | | | | | | | | | | | | | | | | | | | Phone | | | | | |  | | | | | | | | | | | | | | | | |
| Address | | | |  | | | | | | | | | | | | | | | | | | | | | | Supervisor | | | | | | |  | | | | | | | | | | | | | | | |
| Job Title | | | |  | | | | | | | | | | | | | | | | | Starting Salary | | | | | $ | | | | | | | | | | Ending Salary | | | | | | | | $ | | | | |
|  | | | |  | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | |  | | | | | | | |  | | | | |
| To be completed by interviewer/department | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hired: Yes \_ No \_\_\_ | | | | | | | | | | | | | Start Date: | | | | | | Pay Rate: $\_\_\_\_\_\_/HR | | | | | | | | | | | Hours Per Week | | | | | | | | | | | | | | | | Today’s Date: | | | |
| Interviewer’s Name/Title: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Phone: | | | | | | | | | | | | | |
| Is this position degree related for the employee? Yes\_\_\_\_\_ No \_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | Have you verified student’s academic eligibility? Yes\_\_\_ No \_\_\_ | | | | | | | | | | | | | | | | | | | | | | |
| Have you provided the necessary information to HR to proceed with the background check? Yes \_\_\_\_\_\_ No\_\_\_\_\_\_\_  If not, please send the student’s name and email address to Cindy Backus (backusc@uah.edu) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| By signing this form, I verify that this student is eligible for on-campus employment based upon the guidelines set forth by the University.  Interviewer’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Students holding F1 and J1 student visa status: As a part of accepting on-campus employment, individuals on a student visa must obtain a signature from the International Student Advisor, Payroll Services and Human Resources.  1. International Student Advisor, MDH 137  International Student Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_  2. Payroll, Shelbie King Hall Room 151  Payroll Office\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_  3. Human Resources, Shelbie King Hall Room 102  Human Resources\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agreement (please read carefully) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I agree that any false statements or any pertinent information withheld in this application shall be sufficient cause for rejection or dismissal. I authorize investigation of all statements contained in this application without liability arising thereon. It is understood that the use of this application does not indicate that there are positions open and does not in any way obligate The University of Alabama in Huntsville. I understand that no manager or representative of UAH has authority to enter into any agreement for employment for any specified period of time, and my employment with UAH is at-will and may be terminated by myself or UAH at any time. I understand that employment is contingent upon the satisfactory completion of a pre-employment criminal and sexual offender background check. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Date | | |  | | | | | | | | |

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

**POLICY STATEMENT ON**

**DRUG-FREE WORKPLACE**

The Drug-Free Workplace Act of 1988 requires the University of Alabama in Huntsville to provide the following statement of the University’s Drug-Free Workplace policy to all persons employed by the University:

1. It is forbidden to manufacture, distribute, dispense, possess or use any controlled substance unlawfully on the University workplace. The term “controlled substance” means any drug listed in the federal statutes and regulations and includes, but is not limited to, heroin, marijuana, cocaine, PCP and “crack”. The term includes “legal drugs” when not prescribed by a licensed physician.
2. The following sanctions shall be imposed for violation of this policy:

Any of the disciplinary actions described in the University Faculty Handbook and Staff Handbook up to and including immediate dismissal.

1. Any person employed by the University must, as a condition of employment:

a. Abide by the University’s Drug-Free Workplace policy contained herein;

* 1. Notify the University, through its Human Resources Department, within five (5) days of his or her conviction under any criminal drug statute for a violation occurring in the University workplace. A conviction means a finding of guilt (including a plea of nolo contendre) or in the imposition of a sentence by a judge or a jury in state or federal court.

I have read and understand the Drug-Free Workplace Policy Statement of The University of Alabama in Huntsville, and I agree to abide by all the provisions contained therein. I agree to notify the University of any conviction under a criminal drug statute within five (5) days of my conviction as set out above, and I waive and release any claims I may have resulting from the University conveying the fact of such conviction to federal agencies as required by law. I understand that this is a condition of my employment by the University as required by the Drug-Free Workplace Act of 1988.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Student Name