

ON-CAMPUS JOB APPLICATION

**The University of Alabama in Huntsville
An Equal Opportunity Employer**

NOTE: To apply for employment, you must be currently taking classes at UAHuntsville or if not enrolled this semester, then enrolled in the previous and following semester.

PERSONAL INFORMATION: If completing by hand, please print.

Name: (Last)	(First)	(Middle)
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A Number:	Today's Date: / /
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Address: (City) (State) (Zip)	Phone: () - (Home) () - (Work) () - (Cell)	Major: GPA: Year in School:
E-mail:		

Have you ever worked at UAHuntsville? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you currently employed by another department on campus? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, what department and how many hours do you work?	Position Applying For: Department:
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EDUCATION AND TRAINING

Type of School	Name & Location of School	Years Attended	Graduated	Degree
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Business/Trade			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College			Yes <input type="checkbox"/> No <input type="checkbox"/>	

EMPLOYMENT EXPERIENCE: List all periods of employment including military. Begin with current or last employer. If additional space is required, attach supplemental sheets.

Dates of Employment	Employer (name & address)	Position

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SKILLS AND QUALIFICATIONS

Software Applications: MS Word Excel Access PowerPoint HTML Other: _____

EMPLOYMENT ELIGIBILITY

Are you eligible to work in the United States? Yes No

Is your eligibility permanent or temporary? Permanent Temporary

If you are not a U.S. Citizen, please complete the following: Type Visa _____ Country _____

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 _____

TO BE COMPLETED BY THE INTERVIEWER/DEPARTMENT

Hired: Yes <input type="checkbox"/> No <input type="checkbox"/>	Start Date: / /	Pay Rate: \$/Per Hour	Hours Per Week:
Department:	Phone: () -	Interviewers Name:	Today's Date: / /

Position: _____

Is this position degree related for the employee: Yes No

In order to accurately report experiential learning experiences, we will be classifying all degree related positions as internships. If you have any further questions, please refer to the student wage classification form.

Have you verified the employee's eligibility to work on campus (currently enrolled in at least 6 credit hours for Fall or Spring in a degree seeking program and in Academic Good Standing)?

Yes No

If the student is employed by additional departments on campus, have you discussed appropriate scheduling so that the employee's weekly hours do not exceed a combined total of 28?

Yes No

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: _____

AGREEMENT FOR ON-CAMPUS STUDENT EMPLOYMENT (please read carefully)

I agree that any false statement 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 employment is contingent upon verification of my qualifications.

Date: _____ Signature: _____

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.

3. Any person employed by the University must, as a condition of employment:
 - a. Abide by the University’s Drug-Free Workplace policy contained herein;
 - b. Notify the University, through its Office of Personnel Services, 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 contendere) 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