# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Student Employment Application



APPLIC	CANT I	NFOR	MATIO	N																
Last Name				]	] <b>First</b> [ ]					MI	[	]	Date	[			]			
Street Ac		Apartment/Unit #								]										
City							State	[ ZIP [								]				
Phone [								Address [												
Date Available A Number												Maj	jor/GP	A [						]
Position	Applied	for												]						
Are you eligible to work in the United States? YES								Is your eligibility permanent or temporary? Permanent [_] Temporary							orary [					
Have you	u ever w	orked f	or UAH?		YES 🔲	N	0	If so, when?							]					
If you are not a U.S. Citizen Visa:								Country:								]				
Are you employed by another department on campus?						N	o 🖂	If so, which department?												
					1															
EDUCA	TION																			
High School				A	ddress															
From	From To Did you graduate?				Y	ES 🔲	NO Diploma													
College					A	ddress														
From	From [ ] To [ ] Did you graduate?				YI	ES 🔲	NO Degree													
Other /							ddress	[												
From [ ] To [ ] Did you graduate?				YI	ES 🔲	NO 🗆	]] D	)eg	ree									]		
PREVI	OUS EI	MPLO	MENT																	
Company	<b>y</b> [							]	Phone		[								]	
Address	[							]	Superv	visc	or [								]	
Job Title	[				]	S	tarting S	alary	\$			E	nding	Salary	y \$	5			]	
From To Reason for Leaving										]										
May we	contact	your pro	evious sup	pervisor fo	r a reference	e?	YES		NO	]										
Company Phone ]																				
Address Supervisor																				
Job Title	[				]	S	tarting S	alary	\$			] Er	nding	Salary	y \$	5			]	

#### August 2022

TO BE COMPLETED BY INTERVIEWER/DEPARTMENT								
Hired: Y	res	_No	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 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, SSB 218	
	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.

- 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 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\_