



Temporary Hourly Employment Application

Human Resources
1090 James H Zumberge Hall
Grand Valley State University
Allendale, MI 49401
(616) 331-2215
www.gvsu.edu/hro

APPLICANT PLEASE COMPLETE:

Last Name

First

Middle

Please specify the current open position for which you are applying: _____

1) Type of job(s) interested in (check all that apply) <input type="checkbox"/> Clerical/Secretarial <input type="checkbox"/> Technical <input type="checkbox"/> Library <input type="checkbox"/> Maintenance/Custodial <input type="checkbox"/> Skilled trades <input type="checkbox"/> Public Safety		2) Type of work desired (check all that apply) <input type="checkbox"/> Temporary <input type="checkbox"/> Part-time _____ hrs./wk. <input type="checkbox"/> Full-time
3) Location desired (check all that apply) <input type="checkbox"/> Allendale <input type="checkbox"/> Grand Rapids <input type="checkbox"/> Holland <input type="checkbox"/> Traverse City <input type="checkbox"/> Muskegon		4) Shift preference (check all that apply) <input type="checkbox"/> 1 st (days) <input type="checkbox"/> 2 nd (afternoons) <input type="checkbox"/> 3 rd (evenings)

Thank you for considering Grand Valley State University for employment. Due to the large number of applications received, it is not always possible for a personal interview to be given when an application is submitted. However, your application will be reviewed by the Human Resources Office and if you are selected for an interview, you will be contacted by phone.

Current job openings are listed on our website at www.gvsujobs.org. Completed applications can be submitted to the GVSU Human Resources Office by fax to (616) 331-3216 or by email to hro@gvsu.edu.

YOU MUST SUBMIT A SEPARATE APPLICATION TO GVSU HUMAN RESOURCES FOR EACH POSITION FOR WHICH YOU ARE APPLYING.

AGREEMENT

Grand Valley State University is an affirmative action/equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. It is committed to protecting the constitutional and statutory civil rights of persons connected with the university. Unlawful acts of discrimination or harassment by members of the campus community are prohibited. In addition, even if not illegal, acts are prohibited if they harass or discriminate against any university community member(s) through inappropriate limitation of access to, or participation in, educational, employment, athletic, social, cultural, or other university activities on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status, or weight. Limitations are lawful if they are: directly related to a legitimate university purpose, required by law, lawfully required by a grant of contract between the university and the state or federal government, or addressing domestic partner benefits. Michigan and federal law requires that you notify Grand Valley State University after you know or should have known that a job accommodation was needed. Failure to properly notify Grand Valley State University will preclude any claim that the employer failed to accommodate the employee.

In submitting this application I understand that: (1) Any falsification, misrepresentation, misleading statements, or omissions of fact, either on this application or during the pre-hire process constitutes grounds for rejection or dismissal. (2) I authorize my employer and former employers, schools, or persons named to give any information regarding my employment, together with any information they may have regarding me, whether or not it is in their records. I hereby release said employers, schools, or persons and Grand Valley State University from all liability for any damage for issuing or receiving this information. (3) Employment is contingent upon meeting the requirements imposed by the Immigration Reform and Control Act of 1986, which requires a completed Form I-9, Employment Eligibility Verification, verifying identity and work eligibility on persons hired. (4) Employment appointments are subject to the applicable probationary period, Administrative Manual Policies and/or collective bargaining contracts, and University rules as amended from time to time.

I agree that if I am employed by Grand Valley State University that in partial consideration for my employment, I shall not commence any action or other legal proceeding relating to my employment or the termination thereof more than six months after the even complained of and agree to waive any statute of limitations to the contrary.

I understand that as part of the employment screening process, Grand Valley State University may obtain a criminal history report of any felony convictions. I further understand that my appointment to an employment position at Grand Valley State University is not final until the University is satisfied with the criminal conviction information received, and other University requirements are satisfied.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Signature of Applicant

Date

(This statement must be signed for your application to be considered.)

BASIC INFORMATION**APPLICANT INFORMATION**

(Please complete thoroughly)

Name _____
Last First Middle

Present Address _____
Street City State Zip

Telephone # (daytime) () Alternate telephone # ()

1. Have you ever been employed by Grand Valley State University? ☐ Yes ☐ No

If yes, indicate location, position and dates of employment:

2. I was referred by: _____

3. List all relatives employed by Grand Valley:

Name:	Relationship:

4. Are you legally authorized to work in the United States? ☐ Yes ☐ No

5. Will you now or in the future require sponsorship for employment visa status (e.g. H-1B visa status)? ☐ Yes ☐ No

6. Are you under 18 years of age? ☐ Yes ☐ No

Note: The permit must be presented before starting work.

7. Are you willing to work weekends and holidays as required? ☐ Yes ☐ No Comments: _____

8. Are you willing to work overtime when required? ☐ Yes ☐ No Comments: _____

9. Are you willing to travel if required to do so? ☐ Yes ☐ No Comments: _____

10. If the position applied for requires the operation of motorized vehicle, can you present a valid drivers' license? ☐ Yes ☐ No

11. Do you have any court-ordered restrictions on your license? ☐ Yes ☐ No

12. Can you perform the tasks of this position with or without an accommodation? ☐ Yes ☐ No

13. Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, please describe the nature and circumstances of the crime:

MILITARY SERVICE RECORD

1. Have you served in the U.S. Armed Forces? ☐ Yes ☐ No If yes, what branch? _____

2. Date of active duty: _____ to _____

3. What special training or usable skills did you acquire during your service?

EDUCATIONAL HISTORY

Is the name used on this application the same name you used while attending school? ☐ Yes ☐ No

If no, please give name _____

Name of School:	Type of School:	Major course of study:	Degree/Professional Certification, licenses earned, or special training:

EMPLOYMENT HISTORY

Is the name used on this application the same name you used while working? ☐ Yes ☐ No

If no, please give name _____

Most Recent Work Experience

Employer Name:	Job Title:	Starting Wage/Salary:	Ending Wage/Salary:
Phone:	Supervisor Name:	Supervisor Title:	Dates Employed: Begin: End:
Work Performed:			
Reason for Leaving:			

Prior Work Experience

Employer Name:	Job Title:	Starting Wage/Salary:	Ending Wage/Salary:
Phone:	Supervisor Name:	Supervisor Title:	Dates Employed: Begin: End:
Work Performed:			
Reason for Leaving:			

Prior Work Experience

Employer Name:	Job Title:	Starting Wage/Salary:	Ending Wage/Salary:
Phone:	Supervisor Name:	Supervisor Title:	Dates Employed: Begin: End:
Work Performed:			
Reason for Leaving:			

Indicate by name any of the above employers you do not wish us to contact: _____

Why? _____

REFERENCES

(List persons --- **other than relatives** --- likely to know your work skills and abilities)

We will be contacting your current supervisor:

Name:	Title:	How do you know this reference?	Phone/Email:

GVSU is committed to assisting all members of the university community in providing for their own safety and security. The Annual Security and Fire Report is available on the Grand Valley Police Department website at www.gvsu.edu/gvpd/. If you would like to receive a hard copy of the Annual Security and Fire Report, you can stop by the Service Building or you can request that a copy be mailed to you by calling (616) 331-3255. The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by GVSU; and on public property within, or immediately adjacent to and accessible from the campus. This information is required by law and is provided by the Grand Valley Police Department.

To be completed by Clerical/Secretarial Applicants Only

SKILLS AND ABILITIES

Clerical/Secretarial Skills

Typing: _____ Approximate words per minute

Spelling: _____ Approximate percentage of accuracy

	Skill Level		
General Computer Knowledge:	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
Mainframes:	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
Desktop Publishing:	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
Word Processing:	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced

List Software: _____

Spreadsheets: ☐ Beginner ☐ Intermediate ☐ Advanced

List Software: _____

Databases: ☐ Beginner ☐ Intermediate ☐ Advanced

List Software: _____

Machines: ☐ Copier ☐ Fax ☐ Scanner ☐ Adding Machine/Calculator ☐ Dictaphone ☐ Switchboard Console

☐ Other: _____

Experience

Years of Experience

Computer Usage	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Word Processing	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Desktop Publishing	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Spreadsheets	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Databases	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Mainframe	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Data Entry/Retrieval	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Filing	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Receptionist Duties	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Multi – Line Phone	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Composing and Editing	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Proofreading	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Records Management	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Travel Arrangements	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Cashiering	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Coordinating Work of Others	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Supervision of Others	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Experience in Library Setting	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Experience as Secretary	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Accounts Payable or Receivable	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Mathematical Calculations	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Payroll Preparation	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Budget Monitoring/Reconciliation	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Formulation of Reports from statistical data	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Higher Education Experience	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years
Coordination of Meetings & Events	<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 4 years	<input type="checkbox"/> 5+ years

List other skills/abilities, which you feel would qualify you for work with this institution.

List Professional certifications, awards, or accomplishments you have achieved.

For Human Resources Use Only			
Testing	Typing	Score _____	Date _____
	Spelling	Score _____	Date _____



New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 11-30-2013)

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact The Benefits Office at Grand Valley State University at 616-331-2220 or by email at healthandwellness@gvsu.edu

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name Grand Valley State University		4. Employer Identification Number (EIN) 38-1684280	
5. Employer address 1090 James H. Zumberge Hall, 1 Campus Dr.		6. Employer phone number 616-331-2215	
7. City Allendale	8. State MI	9. ZIP code 49401	
10. Who can we contact about employee health coverage at this job? Health and Wellness, Benefits Office			
11. Phone number (if different from above) 616-331-2220		12. Email address healthandwellness@gvsu.edu	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:
 - ☐ All employees.
 - ☒ Some employees. Eligible employees are:
 - Faculty (includes Tenure Track, Visiting & part-time Visiting, Affiliate & Part-time Affiliate and Librarians)
 - Clerical Office and Technical Staff (includes full-time, part-time, confidential and part-time confidential)
 - Executive and Administrative Professional Staff (includes full-time, part-time, Academic Year, Coaches, twelve month Adjunct AP)
 - Maintenance Grounds and Services Staff (including part-time)
 - Public Safety
- Non-Eligible employees are:
 - Part-time Instructor
 - Senior Part-time Instructor
 - Less than 12 Month Adjunct Administrative Professional
 - Limited Part-time Clerical Office and Technical Staff
 - Temporary Staff
 - Students
 - Graduate Assistants
- With respect to dependents:
 - ☒ We do offer coverage. Eligible dependents are:
 - Spouse or a Household Member
 - Children
 - Step-Children
 - Children of Household Member

☒ If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](https://www.healthcare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](https://www.healthcare.gov) to find out if you can get a tax credit to lower your monthly premiums.