

ADJUNCT AP INFORMATION SHEET: FULL TIME AND PART-TIME

Please complete this form and return to Human Resources, 1090 James H. Zumberge Hall, 1 Campus Drive, Allendale, MI 49401 or fax to 616-331-3216

Date: _____

College/Department: _____

G#: _____

Social Security #: _____ - _____ - _____

Name: _____

Current Address: Last First Middle Maiden (If Applicable)

No. Street City State Zip

Telephone: Home: (____) - ____ - ____ Mobile: (____) - ____ - ____

Gender: Male Female Date of Birth: ____ / ____ / ____ (mm/dd/yyyy)

In Emergency, contact: _____ Telephone: (____) - ____ - ____

Circle All That Apply:	American Indian or Alaska Native	Asian	Black or African American
	Native Hawaiian or Other Pacific Islander	White	
Are you Hispanic or Latino: ____ Yes ____ No			

List name and relationship of all relatives employed by Grand Valley State University: _____

Will your primary work location be out of state? ____ Yes ____ No

Education

Highest degree earned _____ Date earned ____/____/____ Degree granting institution _____

Other Degrees and certificates: _____

Employment

Current/Most Recent Employer _____ Position _____

Phone number _____ Dates of Employment _____ to _____ Supervisor _____

Starting Wage/Salary _____ Last Wage/Salary _____

Reason for Leaving _____

Are you a disabled veteran, other protected veteran, armed forces service medal veteran, or a veteran recently separated from military service?

Disabled: Yes No

If you need an accommodation based on your disability, please explain: _____

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.

I give my consent for a criminal history check: _____ Yes

Have you ever been convicted of a felony? _____ Yes _____ No

If yes, please explain: _____

Academic Integrity: Have you ever been charged with any civil or criminal violation of any federal, state, or local law, or been formally charged of violating any college or university policy, not including minor traffic related violations?

Yes If yes, please explain: _____

No _____

Do you have previous addresses for the past 7 years? Yes No

If yes, please list below:

1. Previous Address:

No. Street City State

Length of Residence: _____

2. Previous Address:

No. Street City State

Length of Residence: _____

If there are more previous addresses, please write them at the end of this document.

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 (gender identity and expression), 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, University Policies and/or collective bargaining contracts, and University rules as amended IURP 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 event 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. I understand that if I am separated from my employment with Grand Valley State University for a period of greater than 12 months, the University reserves the right to repeat these background checks.

Signature

Date

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 PoliFH 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 PoliFH Department.