

Temporary Hourly Employment Application

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