## **Michigan Technological University**

Human Resources Department • 1400 Townsend Drive • Houghton, MI 49931-1295



## Michigan Tech Temporary Employment Application

Name		Email A	ddress	
Last	First	Middle		
Address		Telepho	ne	
Number and st	reet			
City	Stat	te Zip Code		
Have you ever worked at MTU be	efore? Yes No If ye	es, provide dates		
If hired, can you provide the docu	ments required to prove that you are lega	ally able to work in the U.S.?	□ No	
If employed and you are under 18	, can you furnish a work permit?	∕es □ No		
Do you have relatives, excluding	a spouse, working here?	No If yes, state name and relations	hip	
Have you ever been suspended,	fired, or asked to resign from any position	n? Yes No If yes, give det	ails	
Do you have any felony charges p	pending?	give details		
Have you ever been convicted of in the presence of drugs, operating	any misdemeanor or felony, including along without a license, etc., are generally m	cohol or drug-related driving offenses? Dr visdemeanors or felonies and should be in	iving convictions such as operating while intoxicated, operated cluded. □ Yes □ No If yes, give details	ing ——
Note: A yes response to either of factors including the nature of the since the crime and/or release from	the above does not automatically disqua crime, how long ago the crime and/or re m incarceration, and the criteria of the po	lify a job applicant from further consideral lease from incarceration occurred, wheth osition applied for.	tion. Each is evaluated individually, based on a number of er a sufficient or satisfactory work record had been establish	ed
Employment Conditions:				
Would you like to be considered f Do you have specific conditions in	or short notice, short term positions? accepting a temporary position?	Yes No (Short notice may be a Yes No (i.e. Has to be 40 hou	as little as one day's notice and job may last for only a few daurs; At least 3 months; etc.)	ıys)
If yes, indicate conditions				
Can you work 40 hours per week'	? 🗌 Yes 🔲 No - When can you v	work?	☐ Evening ☐ Not Limited to Specific Time	
Skills/Experience: Check the	boxes that apply to the experience you h	nave.		
Computer	Clerical/Secretarial	Food Service	Miscellaneous	
<ul> <li>□ Word Processing</li> <li>□ Spreadsheets</li> <li>□ Database Systems</li> <li>□ Data Entry</li> <li>□ Mainframe</li> <li>□ Desktop Publishing</li> </ul>	☐ Typing ☐ Receptionist ☐ Filing ☐ Cashier ☐ Sales Clerk ☐ Bookkeeping	<ul><li>□ Wait Tables</li><li>□ Bartend</li><li>□ Food Prep</li><li>□ Clean Up</li><li>□ Cook</li></ul>	□ Mechanical	
Indicate software packages you are fa	miliar with:			

School Type	School Name/City	Major	Graduated - YES or NO (If no, indicate the number of semester credits earned)	Degree Received and Date	School State or Country				
High School									
College									
Bus/Tech									
Other									
Employment History (List all employment history with most recent first. Attach additional sheets if necessary.)									
Employer			Telephone ( )		_				
Date hired	Name   Title of position	Address	Supervisor	ours/week					
			May we contact this employer if you a for a position?	are being considered	Yes □ No				
Employer  Date hired  Specify work per	Name Date left Title of position (mm/yy) rformed:	Address	Telephone ()  □ Full-time □ Part-time  Supervisor  Reason for leaving	Hours/week_					
			May we contact this employer if you a for a position?		] Yes □ No				
Employer	Name	Address	Telephone ()						
Date hired(r Specify work per	Date left Title of position	Address	☐ Full-time ☐ Part-time F  Supervisor  Reason for leaving						
			May we contact this employer if you a for a position?		□ Yes □ No				
all data given on the employment and an result in immediate at will, that is, my eligible to sign an a	ation given in this application and related documentation is true and comphis application, on related papers and in interviews. I authorize all indiviny other lawful information requested about me, and I release them from a discharge regardless of when discovered by MTU. I also understand a employment can be terminated with or without cause and with or without greement to arbitrate as stated in the University Employment Policy for Pimployment terms can only be modified by the President in writing, provide	viduals and employers named, except as spe I liability for damages in providing this informa and acknowledge that, if hired, MTU will deter notice, at any time by MTU, unless I sign an a rofessional Staff and do so, I then will be treate	ecifically limited on this application, to provide any a tition. I understand and acknowledge that any misre mine my employment and compensation. The empl greement to arbitrate a contract claim relating to ten ed as a satisfaction employee following completion of	and all information concernoresentation or omission of oyment relationship will remination of employment. In a probation period. I further	ning my previous f facts by me can main terminable on the event I am				
Signature:			Date:	Date:					

MICHIGAN TECHNOLOGICAL UNIVERSITY IS AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.

(Under the Michigan Handicappers' Civil Rights Act any handicapper who needs an accommodation must notify the employer in writing of the need for accommodation within 182 days after the date the handicapper knew, or reasonably should have known, that an accommodation was needed. However, this does not waive an individual's rights under the Americans with Disabilities Act of 1990, as amended, which imposes no time period.)