

Student Support Technician Employment Application

Revised: May 2015

Student Information - Please Print Clearly

Last Name: _____ First Name: _____ ISU ID#: _____
 ISU Email: _____ Cell Phone: _____
 Class Year: FR SO JR SR Grad Major: _____ GPA: (cumulative) _____

Availability

Semester Applying For: Fall Spring Summer Are you eligible for Work Study? No Yes – Amount: _____
 Are you willing to work during the following breaks? (Check if Yes) Thanksgiving Winter Spring
 Do / will you work for any other ISU office or department? No Yes – Where: _____

Background Information

Have you ever been convicted, received a deferred judgment or sentence, paid a fine, served probation or pled guilty or no contest of a felony or misdemeanor, including traffic violations? If yes, for what, where, and when? *A criminal record is not an absolute bar to employment but will only be considered in relation to specific job requirements.*

No Yes – Please explain: _____

Have you ever been terminated, discharged, dismissed, or involuntarily separated from employment?

No Yes – Please provide company names and details: _____

Résumé In addition to this application, you must also submit a one page résumé detailing your work experience and any applicable course work.

References – Please list two professional references that are aware of your skills and work, volunteer, or service experience.

Reference Name: _____	Reference Name: _____
Reference Phone: _____	Reference Phone: _____
Business/Organization: _____	Business/Organization: _____
Position Held: _____	Position Held: _____
Dates Employed: From - _____ To - _____	Dates Employed: From - _____ To - _____
Responsibilities: _____	Responsibilities: _____

Schedule Information	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Please cross out times you are UNAVAILABLE to work.	7:30 AM - 8:00 AM					
	8:00 AM - 9:00 AM					
Below are historical office hours. Future office hours may vary.	9:00 AM - 10:00 AM					
	10:00 AM - 11:00 AM					
	11:00 AM - 12:00 PM					
Academic Year 8:00 AM - 5:00 PM	12:00 PM - 1:00 PM					
	1:00 PM - 2:00 PM					
Thanksgiving Break, Winter Break, and Summer 7:30 AM - 4:00 PM	2:00 PM - 3:00 PM					
	3:00 PM - 4:00 PM					
	4:00 PM - 5:00 PM					

Application Agreement and Signature

- I, the applicant, authorize Iowa State University to use the information and statements contained in this application to determine my qualifications for employment. I authorize Iowa State University to make inquiries of my former employers regarding my previous duties, responsibilities, performance, compensation, and eligibility for rehire. In addition, I authorize Iowa State University to conduct additional reference checks that may include reference referrals from previous employers.
- I understand that a comprehensive background check may be conducted to determine my eligibility for hire. This may include but is not limited to: verification of degrees, investigations of criminal and/or conviction records, driving records, and/or a drug screen test as required by U.S. Department of Transportation regulations or university policies. I also understand that medical, psychological and/or physical demands examinations may be required for certain positions. Therefore, I understand that offers of employment will be conditional and that my employment will depend on successful completion of any conditions of employment that are contained in the Iowa State University vacancy announcement or in university policies.
- I release Iowa State University, as well as other entities or persons from which information is sought or obtained, from any claims I may have on the University's decision to conduct a reference or background check or the consequences of that check.
- I certify that all statements made in my application are true and accurate and that I have not omitted any material information or provided false or misleading information. I understand that any material omission or misrepresentation may result in my disqualification from consideration for employment or, if discovered after I begin employment, may result in my termination.
- If hired, I agree to abide by the policies of Iowa State University.

Applicant Signature: _____ **Date:** _____