

# University Housing

## Part-time/Temporary Employment Application

EMPLOYMENT STATEMENT: The University of Nebraska – Lincoln is subject to State and Federal Equal Employment Opportunity laws which prohibit discrimination on the basis of race, color, gender, religion, national or ethnic origin, marital status, age, disability, sexual orientation or veteran’s status. Federal law requires reasonable accommodation of the known disabilities of applicants and employees, unless to do so would pose an undue hardship. If you need accommodation in order to complete the application process, or take any required tests, please contact us at (402) 472-3561.

**Personal Information** - Please print legibly.

Applicant Name (First, MI, Last): \_\_\_\_\_

NU ID (if applicable): \_\_\_\_\_ Shirt size (circle one): S M L XL XXL

Current Address: \_\_\_\_\_ Permanent Address: \_\_\_\_\_

Current Phone: \_\_\_\_\_ Permanent Phone: \_\_\_\_\_

Cellphone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Emergency Contact Information: Person to Notify: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

**General Information**

Are you a U.S. citizen or otherwise authorized to work in the country on a lawful basis?  Yes  No

(Federal laws require evidence of identity and employment eligibility upon hire.)

If “No”, your non-immigration classification or type of visa is: \_\_\_\_\_

Do you have a valid driver’s license?  Yes  No Are you at least 16 years old?  Yes  No

Are you currently attending a College or University?  Yes  No

Name of College or University \_\_\_\_\_ Major: \_\_\_\_\_

Current Class Standing:  FR  SO  JR  SR  GR GPA: \_\_\_\_\_

Are you a high school student?  No  Yes (If yes, High School name) \_\_\_\_\_

**Employment Background Supplemental Information**

University Housing may perform a background check on any potential University of Nebraska – Lincoln University Housing student and on-call employees. Any potential student employee may not be eligible for hire based on the results of the background check.

Please list all cities, counties and states of residency for the last five years:

	City	County	State	Dates of Residency
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Have you ever been convicted of a violation of the law other than a minor traffic violation?  Yes  No

If “Yes”, please explain: \_\_\_\_\_

## ***Work Experience***

Have you ever worked for the University of Nebraska – Lincoln, including current appointments?  Yes  No

If you answered “Yes”, please indicate:

Department \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_ Number of hours per week \_\_\_\_\_

Are you currently employed in this position?  Yes  No

Department \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_ Number of hours per week \_\_\_\_\_

Are you currently employed in this position?  Yes  No

## ***Previous Employment History*** - Begin with most recent position; include full and part-time work.

**Employer** \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Reason for leaving \_\_\_\_\_ May we contact?  Yes  No

Job Title & Duties \_\_\_\_\_

**Employer** \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Reason for leaving \_\_\_\_\_ May we contact?  Yes  No

Job Title & Duties \_\_\_\_\_

**Skills** - Please check all that you can use proficiently.

Microsoft Word  Microsoft Excel  Microsoft Access  Microsoft Publisher

## ***Position(s) Applying For*** – (Check one or more):

### *Residence Life Positions*

**Desk Assistant\***  Abel/Sandoz  HSS/Village  CPNH/Courtyards  Selleck/Kauffman  
 Burr/Fedde/Love

**Desk Supervisor\***  Abel/Sandoz  HSS/Village  CPNH/Courtyards  Selleck/Kauffman  
 Burr/Fedde/Love

**Office Assistant\***  Abel/Sandoz  HSS/Village  CPNH/Courtyards  Selleck/Kauffman  
 Burr/Fedde/Love

**Night Clerk\***  Abel/Sandoz  HSS/Village  CPNH/Courtyards  Selleck/Kauffman  
 Burr/Fedde/Love

**Night Clerk Supervisor\***  Abel/Sandoz  HSS/Village  CPNH/Courtyards  Selleck/Kauffman  
 Burr/Fedde/Love

*Positions listed above with an \* require that applicants have two (2) of their listed reference(s) complete reference forms (which can be downloaded from the employment site).*

Dining Services Positions

- |   |   |   |   |   |
|---|---|---|---|---|
| <input type="checkbox"/> <b>Dining Service Aide-Cashier</b>         | <input type="checkbox"/> Abel/Sandoz<br><input type="checkbox"/> East Campus Dining | <input type="checkbox"/> HSS/Village  | <input type="checkbox"/> CPNH/Courtyards  | <input type="checkbox"/> Selleck/Kauffman                 |
| <input type="checkbox"/> <b>Dining Service Aide-Dishroom</b>        | <input type="checkbox"/> Abel/Sandoz<br><input type="checkbox"/> East Campus Dining | <input type="checkbox"/> HSS/Village  | <input type="checkbox"/> CPNH/Courtyards  | <input type="checkbox"/> Selleck/Kauffman                 |
| <input type="checkbox"/> <b>Dining Service Student Supervisor</b>   | <input type="checkbox"/> Abel/Sandoz<br><input type="checkbox"/> East Campus Dining | <input type="checkbox"/> HSS/Village  | <input type="checkbox"/> CPNH/Courtyards  | <input type="checkbox"/> Selleck/Kauffman                 |
| <input type="checkbox"/> <b>Snack Bar Manager</b>                   | <input type="checkbox"/> Abel/Sandoz  | <input type="checkbox"/> CPN Dining   |   |   |
| <input type="checkbox"/> <b>Snack Bar Aide</b>                      | <input type="checkbox"/> Abel/Sandoz  | <input type="checkbox"/> CPN Dining   |   |   |
| <input type="checkbox"/> <b>Retail Operations - Student Manager</b> | <input type="checkbox"/> The Bakery<br><input type="checkbox"/> The Lounge          | <input type="checkbox"/> Caffina Café<br><input type="checkbox"/> Selleck Express | <input type="checkbox"/> QwiKick<br><input type="checkbox"/> The Village Market | <input type="checkbox"/> Production Center<br>Corner Deli |
| <input type="checkbox"/> <b>Retail Operations - Student Worker</b>  | <input type="checkbox"/> The Bakery<br><input type="checkbox"/> The Lounge          | <input type="checkbox"/> Caffina Café<br><input type="checkbox"/> Selleck Express | <input type="checkbox"/> QwiKick<br><input type="checkbox"/> The Village Market | <input type="checkbox"/> Production Center<br>Corner Deli |

Facilities Operations Positions

- |   |   |                                      |   |   |
|---|---|--------------------------------------|---|---|
| <input type="checkbox"/> <b>Weekend custodian</b> | <input type="checkbox"/> Abel/Sandoz<br><input type="checkbox"/> Burr/Fedde/Love/Husker | <input type="checkbox"/> HSS/Village | <input type="checkbox"/> CPN/Courtyards | <input type="checkbox"/> Selleck/Kauffman |
| <input type="checkbox"/> <b>Student Mechanic</b>  | <input type="checkbox"/> Abel/Sandoz<br><input type="checkbox"/> Burr/Fedde/Love/Husker | <input type="checkbox"/> HSS/Village | <input type="checkbox"/> CPN/Courtyards | <input type="checkbox"/> Selleck/Kauffman |
| <input type="checkbox"/> <b>Student Painter</b>   | <input type="checkbox"/> Abel/Sandoz<br><input type="checkbox"/> Burr/Fedde/Love/Husker | <input type="checkbox"/> HSS/Village | <input type="checkbox"/> CPN/Courtyards | <input type="checkbox"/> Selleck/Kauffman |

Business Services Positions

- Student Payroll Assistant** (position available only in Central Housing Payroll Office)
- Student Contracts Accounting Assistant** (position available only in Central Housing Contracts Office)

What was your primary source of information about this position/these position(s)?

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Residence hall desk | <input type="checkbox"/> Posted notice | <input type="checkbox"/> Referred by current/former student employee |
| <input type="checkbox"/> Housing website     | <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Other: _____                                |
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**References** – Preferably previous employers, supervisors, and/or faculty. Please do not list friends or relatives. *Positions listed above with an \* require that applicants have two (2) of their listed reference(s) complete reference forms (which can be downloaded from the employment site).*

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Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

Company/Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

Company/Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

Company/Relationship to Applicant: \_\_\_\_\_

I certify that all the information given on this application is true and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts on my part will be justification for separation from the Division of University Housing., if employed. I understand that my employment is contingent upon completion of the Employment Eligibility Verification Form (I-9) and any other pertinent information. I understand that as an employee of University Housing, I am required to abide by all University policies and regulations and should I fail to do so my position may be terminated.

I authorize the Division of University Housing to check my references where otherwise indicated on this application. Continued employment is “at will” and may be terminated at any time by either the employee or employer. I understand that if I am offered a position and accept, I will be expected to work my assigned shifts which may include weekends, interim periods, and finals weeks. I agree that I will give two weeks notice before leaving my position.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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*Applicants are responsible for making copies of their application and submitting them to the staff located in each of the areas for which they are interested in working. This information is listed at the bottom of each specific job description. You are welcome to complete one application and submit photocopies if you're applying for multiple positions in different complexes/departments within University Housing.*

**OFFICE USE ONLY:** Received by \_\_\_\_\_ Date \_\_\_\_\_

Background check \_\_\_\_\_ Date \_\_\_\_\_

Employer comments:

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**AVAILABILITY** The schedule below is for:  Fall/Winter  Spring  Summer

How many hours per week would you like to work? \_\_\_\_\_ Are you eligible for work study?  Yes  No

I am interested in working:  Year Round  Academic Year  Summer Only  Short-term

Please block out all periods of time with an "X" that you will NOT be able to work as a result of class. Be sure to include travel time. Those areas left blank will then indicate the hours you consider yourself available to work.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Midnight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:00AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:00AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:00AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4:00AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5:00AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6:00AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:00AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:00AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:00AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NOON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:00PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:00PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:00PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4:00PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5:00PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6:00PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:00PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:00PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:00PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments, concerns, questions: \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_