

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.	_____	_____	_____	_____

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):

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)

Facilities Operations Positions

Weekend custodian

Abel/Sandoz/Courtyards

Selleck/Kauffman/Neihardt

Burr/Fedde/Love/Husker HSS/Village

Knoll/University Suites/Eastside Suites

Student Mechanic

Abel/Sandoz/Courtyards

Selleck/Kauffman/Neihardt

Burr/Fedde/Love/Husker HSS/Village

Knoll/University Suites/Eastside Suites

Student Painter

Abel/Sandoz/Courtyards

Selleck/Kauffman/Neihardt

Burr/Fedde/Love/Husker HSS/Village

Knoll/University Suites/Eastside Suites

Residence Life Positions

- | | | |
|--|---|--|
| <input type="checkbox"/> Desk Assistant* | <input type="checkbox"/> Abel/Sandoz/Courtyards
<input type="checkbox"/> Knoll/University Suites/Eastside Suites
<input type="checkbox"/> Selleck/Kauffman/Neihardt | <input type="checkbox"/> Burr/Fedde/Love
<input type="checkbox"/> HSS/Village |
| <input type="checkbox"/> Desk Supervisor* | <input type="checkbox"/> Abel/Sandoz/Courtyards
<input type="checkbox"/> Knoll/University Suites/Eastside Suites
<input type="checkbox"/> Selleck/Kauffman/Neihardt | <input type="checkbox"/> Burr/Fedde/Love
<input type="checkbox"/> HSS/Village |
| <input type="checkbox"/> Office Assistant* | <input type="checkbox"/> Abel/Sandoz/Courtyards
<input type="checkbox"/> Knoll/University Suites/Eastside Suites
<input type="checkbox"/> Selleck/Kauffman/Neihardt | <input type="checkbox"/> Burr/Fedde/Love
<input type="checkbox"/> HSS/Village
<input type="checkbox"/> Central Residence Life Office |
| <input type="checkbox"/> Night Desk Assistant* | <input type="checkbox"/> Abel/Sandoz/Courtyards
<input type="checkbox"/> Knoll/University Suites/Eastside Suites
<input type="checkbox"/> Selleck/Kauffman/Neihardt | <input type="checkbox"/> Burr/Fedde/Love
<input type="checkbox"/> HSS/Village |
| <input type="checkbox"/> Night Desk Supervisor* | <input type="checkbox"/> Abel/Sandoz/Courtyards
<input type="checkbox"/> Knoll/University Suites/Eastside Suites
<input type="checkbox"/> Selleck/Kauffman/Neihardt | <input type="checkbox"/> Burr/Fedde/Love
<input type="checkbox"/> HSS/Village |

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 website).

Dining Services Positions

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Dining Service Student Employee | <input type="checkbox"/> Abel/Sandoz Dining
<input type="checkbox"/> Selleck Dining | <input type="checkbox"/> Harper Dining
<input type="checkbox"/> East Campus Dining | <input type="checkbox"/> Cather Dining |
| <input type="checkbox"/> Dining Service Student Manager | <input type="checkbox"/> Abel/Sandoz Dining
<input type="checkbox"/> Selleck Dining | <input type="checkbox"/> Harper Dining
<input type="checkbox"/> East Campus Dining | <input type="checkbox"/> Cather Dining |
| <input type="checkbox"/> Dining Service Student Supervisor | <input type="checkbox"/> Abel/Sandoz Dining
<input type="checkbox"/> Selleck Dining | <input type="checkbox"/> Harper Dining
<input type="checkbox"/> East Campus Dining | <input type="checkbox"/> Cather Dining |
| <input type="checkbox"/> Dining Service Retail Student Employee | <input type="checkbox"/> Abel C-Store
<input type="checkbox"/> Husker Hoagies
<input type="checkbox"/> Production Center Corner Deli | <input type="checkbox"/> Knoll C-Store
<input type="checkbox"/> Selleck Express | <input type="checkbox"/> Husker Heroes
<input type="checkbox"/> The Village Market |
| <input type="checkbox"/> Office Assistant | <input type="checkbox"/> Central Dining Service | | |

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: _____ |
-

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).*

Name: _____ Phone Number: _____
Position: _____ Email: _____
Company/Relationship to Applicant: _____

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Position: _____ Email: _____
Company/Relationship to Applicant: _____

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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 _____

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: _____ _____ _____		

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: _____

