

UNH

NEW HAMPSHIRE

HOUSING

EMPLOYMENT APPLICATION FOR ACADEMIC YEAR

Thank you for your interest in employment with the Department of Housing during the academic year.

EMPLOYMENT OPPORTUNITIES: While most hiring takes place at the beginning of the fall semester, employment opportunities may become available at any time.

APPLICATION: Applications are accepted on a continual basis however are only reviewed by hiring managers when positions are available. You may return your completed application to the Housing Office located at 10 Academic Way, Durham NH 03824. Please **DO NOT FAX YOUR APPLICATION.**

TIMELINE: Most hiring takes place at the beginning of each semester. If you are not contacted within two weeks of submitting your application, we either have no positions available or none that match with the information, skills or experience that you indicated on your application. Your application will be kept in our records through the academic year during which you apply.

WORK STUDY: Some positions may require employees to have received a work study award.

APPLICATION FOR EMPLOYMENT Please type or print clearly.

I. PERSONAL

Name: _____

UNH ID #: _____ Current UNH Class Standing (circle): FR SO JR SR GRAD Other

Local Mailing Address: _____ Cell Phone #: () _____ - _____

Email address: _____

Permanent Address: _____ Home Phone #: () _____ - _____

During which academic year are you applying for work (i.e. 2013-2014, 2014-2015)? _____

If you are under 18, can you furnish a work permit? Y/N _____

Are you legally eligible for employment in the United States? Y/N _____

Have you worked for the Dept. of Housing in the past? Y/N _____
If yes, please state when and for whom: _____

Do you have a work study award for the academic year? Y/N _____
If yes, award amount: _____

Do you have a valid driver's license? Y/N _____

Please list any moving violations in the last 2 years: _____

Have you completed a defensive driving course? Y/N _____
If yes, please list month/year and location: _____

Have you ever been convicted of a crime? Y/N _____
If yes, please explain (A conviction will not necessarily bar you from employment):

II. POSITION PREFERENCES

Please check all work areas for which you would like to be considered.

- | | | |
|---|--|--|
| <input type="checkbox"/> Repair/Moving Crew | <input type="checkbox"/> Housing Networked Systems | <input type="checkbox"/> Key Service Desk/Office Support |
| <input type="checkbox"/> Apartment/Babcock Desk Staff | <input type="checkbox"/> Fire Safety Crew | <input type="checkbox"/> CatVision/Multimedia Work |

What are the specific reasons that you are interested in the position(s) you marked?

Please list any former and present extracurricular activities that are relevant to the positions for which you have applied, indicating leadership roles, offices held, and honors.

Is there anything else you wish us to consider in reviewing your application?

III. WORK EXPERIENCE

Please list up to three of your most relevant work experiences, starting with the most recent, including part-time and summer positions. (If you don't want your supervisor contacted, please put an "X" by that individual's name.)

Employer	Address	Phone #
Job Title	Supervisor's Name	Dates of Employment
Duties:		
How might this work experience relate to the position(s) for which you have expressed interest?		
Employer	Address	Phone #
Job Title	Supervisor's Name	Dates of Employment
Duties:		
How might this work experience relate to the position(s) for which you have expressed interest?		
Employer	Address	Phone #
Job Title	Supervisor's Name	Dates of Employment
Duties:		
How might this work experience relate to the position(s) for which you have expressed interest?		

IV. REFERENCES

Please list two non-related individuals that we may contact for a reference.

Name _____

Name _____

Position/Company _____

Position/Company _____

Relationship to Applicant _____

Relationship to Applicant _____

Phone # () _____ - _____

Phone # () _____ - _____

Agreement

As an applicant, I agree to and understand the following:

1. I certify that the information supplied on this application is the truth. Any misrepresentation by me on this application and accompanying resume or interviews will be sufficient cause for cancellation of this application and/or termination from the University System of New Hampshire if I have been employed. I authorize the University System of New Hampshire to investigate all information provided and to secure additional information about me for personnel decisions. I freely release from liability the University System of New Hampshire and its representatives for seeking such information and all other persons, schools, corporations, or organizations for furnishing such information.
2. Assignment to work in a position classified as "safely sensitive" will require a pre-employment drug and alcohol screening pursuant to federal regulations 49 CFR part 655 and a two year drug and alcohol screening background check from previous employers pursuant to federal regulations 49 CFR 40.25. Employees in safety sensitive positions are also subject to ongoing random drug and alcohol screening.
3. No offer or promise of employment has been made.
4. Any offer of employment is contingent upon the review and verification of the information I have provided. All persons hired must submit satisfactory proof of employment authorization and identity as well as education/degree, if applicable. Failure to submit such proof will result in denial of employment.
5. I understand that any offer of employment is contingent upon my completing the Immigration and Naturalization Service Employment Eligibility Verification (Form I-9) and providing documents to verify my identity and employment eligibility as required by law. When completing the Form I-9, I will be required to attest that I am a citizen or national of the U.S., a lawful Permanent Resident or an alien authorized to work.
6. I understand that any offer of employment is contingent upon a successful background check, if required.

By signing below, I certify that I have read and agree with these statements.

Signature of Applicant

Date