



# Administration and Planning

## Student Employment Application

for the Business Units of Transportation & Parking, Trademark & Licensing, UniPrint, and Administration & Planning Services. The Ohio State University is an Equal Opportunity / Affirmative Action employer. To be considered for a student position at The Ohio State University, the applicant must be enrolled at the University on a full-time or part-time basis.

**For the Business Units of Transportation & Parking, Trademark & Licensing, UniPrint, and Administration & Planning Services.**

### PERSONAL INFORMATION

Name \_\_\_\_\_

Local Address \_\_\_\_\_

Local Phone \_\_\_\_\_

OSU Student ID # \_\_\_\_\_

Current Rank     Freshman     Sophomore     Junior     Senior    Email \_\_\_\_\_

Are you under the age of 18?     Yes     No

Are you a U.S. citizen, permanent resident, or authorized to work in the United States?     Yes     No

Do you have a current, valid driver's license?     Yes     No    (Issuing State: \_\_\_\_\_)

If you are applying for a driving position, please indicate your driver's license # \_\_\_\_\_

Have you ever been convicted of a criminal offense?     Yes     No

*If yes, you must provide details. A conviction will not necessarily be a bar to employment. The nature of the offense, when it occurred, and its job-relatedness will be considered.* \_\_\_\_\_

### AVAILABILITY

Which Quarters are you able to work? Check all that apply:     Autumn     Winter     Spring     Summer

Hours Available to Work (Current Quarter):

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

What date would you be available to start work? \_\_\_\_\_ How many hours are you enrolled? \_\_\_\_\_

### WORK EXPERIENCE

Date	Employer Name & Phone Number	Nature of Work

### POSITION REQUESTED

The following list contains student positions within Business Operations. Inclusion on this list does not guarantee a vacancy at this time.

Check position(s) interested in:

- Student Customer Service Representative
- Student Parking Facility Attendant
- Student Administrative Assistant
- Student Bus Driver
- Student Courier
- Student Data Entry Assistant
- Student Maintenance Worker
- Student Clerical Assistant

### REFERENCES

Please provide two (2) personal references (other than family):

Name	Phone Number	Relationship

The University is required to verify identity and work authorization at the time of employment.

## **CERTIFICATION AND STATEMENT OF UNDERSTANDING**

I certify that all of the information furnished in the employment application and its addenda are true and complete to the best of my knowledge. I understand that the university may investigate the information I have furnished. I authorize any person, firm, or organization to supply any information about me concerning any past employment, military duties, convictions, or personal information to The Ohio State University and I further release any person, firm, or organization from any responsibility in disclosing such information, including from all liability for any damage that may result from furnishing such information to the university.

I authorize the university to obtain information regarding my record with the Bureau of Motor Vehicles if the position for which I am applying requires driving. I realize that any misrepresentation or false information included in the application materials or provided in the interview process can lead to the withdrawal of an offer of employment or to termination from employment. I understand that any future offer of employment may be conditioned upon the results of examinations, physical or others, as may be necessarily required by the University. The University will pay the reasonable cost of any examination which may be required.

The Ohio State University is a drug-free workplace. Individuals offered employment at The Ohio State University may be required to successfully complete a pre-employment physical which includes drug testing. Individuals who refuse to take or fail the drug test, after being informed, will be removed from employment consideration.

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