

**Michigan Technological University**

Human Resources Department • 1400 Townsend Drive • Houghton, MI 49931-1295

**MichiganTech****Temporary Employment Application**Name \_\_\_\_\_  
Last First MiddleAddress \_\_\_\_\_ Email Address \_\_\_\_\_  
Number and street

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Have you ever worked at MTU before?  Yes  No If so, give dates \_\_\_\_\_If hired, can you provide the documents required to prove that you are legally able to work in the U.S.?  Yes  NoIf employed and you are under 18, can you furnish a work permit?  Yes  NoDo you have relatives, excluding a spouse, working here?  Yes  No If yes, state name and relationship \_\_\_\_\_Have you ever been suspended, fired, or asked to resign from any position?  Yes  No If yes, give details \_\_\_\_\_Are you presently under arrest for a felony?  Yes  No If yes, give details \_\_\_\_\_Have you ever been convicted of, plead guilty to, or no contest to a crime other than a traffic violation?  Yes  No If yes, give details \_\_\_\_\_**Employment Conditions:**Would you like to be considered for short notice, short term positions?  Yes  No (Short notice may be as little as one day's notice and job may last for only a few days)Do you have specific conditions in accepting a temporary position?  Yes  No (i.e. Has to be 40 hours; At least 3 months; etc.)

If yes, indicate conditions \_\_\_\_\_

Can you work 40 hours per week?  Yes  No - When can you work?  Morning  Afternoon  Evening  Not Limited to Specific Time**Skills/Experience:**

Check the boxes that apply to the experience you have.

**Computer**

- Word Processing
- Spreadsheets
- Database Systems
- Data Entry
- Mainframe
- Desktop Publishing

**Clerical/Secretarial**

- Typing
- Receptionist
- Filing
- Cashier
- Sales Clerk
- Bookkeeping

**Food Service**

- Wait Tables
- Bartend
- Food Prep
- Clean Up
- Cook

**Miscellaneous**

- Custodial
- Mechanical
- Heavy Equipment Operator
- Equipment Maintenance
- Other \_\_\_\_\_

Indicate software packages you are familiar with: \_\_\_\_\_

**EDUCATION** - Complete ALL relevant sections. Indicating 'See Resume' is NOT acceptable.

School Type	School Name/City	Major	Graduated - YES or NO (If no, indicate the number of semester credits earned)	Degree Received and Date	School State or Country
High School					
College					
Bus/Tech					
Other					

**Employment History (List all employment history with most recent first. Attach additional sheets if necessary.)**

Employer _____ Name _____ Address _____ Date hired _____ Date left _____ Title of position _____ (mm/yy) (mm/yy) Specify work performed: _____ _____	Telephone (____) _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours/week _____ Supervisor _____ Reason for leaving _____ _____ May we contact this employer if you are being considered for a position? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer _____ Name _____ Address _____ Date hired _____ Date left _____ Title of position _____ (mm/yy) (mm/yy) Specify work performed: _____ _____	Telephone (____) _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours/week _____ Supervisor _____ Reason for leaving _____ _____ May we contact this employer if you are being considered for a position? <input type="checkbox"/> Yes <input type="checkbox"/> No
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I certify that information given in this application and related documentation is true and complete without qualification. I understand that Michigan Technological University (MTU) may investigate my work and personal history and verify all data given on this application, on related papers and in interviews. I authorize all individuals and employers named, except as specifically limited on this application, to provide any and all information concerning my previous employment and any other lawful information requested about me, and I release them from liability for damages in providing this information. I understand and acknowledge that any misrepresentation or omission of facts by me can result in immediate discharge regardless of when discovered by MTU. I also understand and acknowledge that, if hired, MTU will determine my employment and compensation. The employment relationship will remain terminable at will, that is, my employment can be terminated with or without cause and with or without notice, at any time by MTU, unless I sign an agreement to arbitrate a contract claim relating to termination of employment. In the event I am eligible to sign an agreement to arbitrate as stated in the University Employment Policy for Professional Staff and do so, I then will be treated as a satisfaction employee following completion of a probation period. I further understand and agree that these employment terms can only be modified by the President in writing, provided that the writing specifically acknowledges that it is a modification of these terms and is signed by the President.

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

**MICHIGAN TECHNOLOGICAL UNIVERSITY IS AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.**

(Under the Michigan Handicappers' Civil Rights Act any handicapper who needs an accommodation must notify the employer in writing of the need for accommodation within 182 days after the date the handicapper knew, or reasonably should have known, that an accommodation was needed. However, this does not waive an individual's rights under the Americans with Disabilities Act of 1990, as amended, which imposes no time period.)