

ON-CAMPUS EMPLOYMENT APPLICATION

DATE: _____

SEMESTER APPLYING FOR _____

PERSONAL INFORMATION

Name _____ NMU IN _____

Current Address _____
_____ Current Phone _____

E-mail address _____ (Anticipated) Major _____

Status: _____

EMPLOYMENT INFORMATION

Position(s) you are applying for _____ (You must fill out a **separate** application for **each department** you are applying to. Forward to the hiring department after completing. Copies are acceptable.)

Have you been awarded Federal Work-Study? ___ Yes ___ No **If yes, how much?** _____

If unsure, visit my.nmu.edu to view your financial aid award status.

Times available to work (list all times desired, remember to indicate a.m. or p.m.) Departments may or may not have your ideal schedule available. Try to be as flexible as possible.

Sunday _____	Thursday _____
Monday _____	Friday _____
Tuesday _____	Saturday _____
Wednesday _____	Optimal # of hours desired _____ per week

EMPLOYMENT HISTORY

Employer _____	Employer _____
Address _____	Address _____
Duties _____	Duties _____

SKILLS

List specific skills you have (i.e. computer skills, writing, painting, carpentry, cash register operation, artistic skills, cooking, clerical, custodial, etc.)

REFERENCES

Please provide the names, addresses, and phone numbers of at least two references.

- 1) _____
- 2) _____

Northern Michigan University endorses the intent of all federal and state laws created to prohibit unlawful discrimination. Northern Michigan University does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, familial status, handicap/disability, sexual orientation or veteran status in employment or the provision of services, and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities. Persons having Civil Rights inquiries may contact the Equal Opportunity Office at (906)227-2420. Persons having inquiries regarding the Americans with disabilities Act (ADA) may contact the ADA Coordinator at (906)227-1704.

SIGNATURE _____ DATE _____
The above information is accurate to the best of my knowledge. I understand that completion of this application does not guarantee employment.

Separate applications are required by Recreational Services, Dining Services/University Center, Housing and Residence Life, and Academic Computing. This application provided by Career Services, 3302.3 C.B. Hedgcock, Phone: (906) 227-2800, Web site: www.nmu.edu/careers, E-mail: careers@nmu.edu

Drop off or mail completed applications to: Department Name, Northern Michigan University,
1401 Presque Isle Ave., Marquette MI, 49855

PLEASE SEE REVERSE SIDE FOR IMPORTANT INFORMATION REQUIRED PRIOR TO WORKING ON-CAMPUS.

Prior to working on-campus, you must fill out a Form I-9, Employment Eligibility Verification. You will be required to bring original (not photocopied) documents verifying your identity and employment eligibility to your supervisor prior to beginning work.

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.