

# 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](http://www.nmu.edu/careers), E-mail: [careers@nmu.edu](mailto: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.

**You must choose either one document from list A or a document from list B and one from list C.**

## LISTS OF ACCEPTABLE DOCUMENTS

### LIST A

#### Documents that Establish Both Identity and Employment Eligibility

1. U.S. Passport (unexpired or expired)
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. An unexpired foreign passport with a temporary I-551 stamp
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer

### LIST B

#### Documents that Establish Identity

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

### LIST C

#### Documents that Establish Employment Eligibility

1. U.S. Social Security card issued by the Social Security Administration (*other than a card stating it is not valid for employment*)
2. Certification of Birth Abroad issued by the Department of State (*Form FS-545 or Form DS-1350*)
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (*Form I-197*)
6. ID Card for use of Resident Citizen in the United States (*Form I-179*)
7. Unexpired employment authorization document issued by DHS (*other than those listed under List A*)