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.

The University of New Hampshire is an affirmative action, equal opportunity employer. 
Women and minority candidates are encouraged to apply.
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. 2015-2016) ____________________________

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.

☐ Repair/Moving Crew  ☐ Housing Networked Systems  ☐ Key Service Desk/Office Support

☐ Apartment/Babcock Desk Staff  ☐ Fire Safety Crew  ☐ Social Media/Marketing Intern
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.)

<table>
<thead>
<tr>
<th>Employer</th>
<th>Address</th>
<th>Phone #</th>
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</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Supervisor’s Name</td>
<td>Dates of Employment</td>
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<td>Duties:</td>
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How might this work experience relate to the position(s) for which you have expressed interest?

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IV. REFERENCES

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

<table>
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<tr>
<td>Position/Company</td>
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<tr>
<td>Relationship to Applicant</td>
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</tr>
<tr>
<td>Phone # ( ) -</td>
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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 “safety 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

(Revised 4/2015)