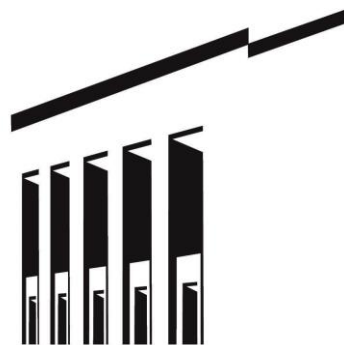


Please complete the form in the fields provided below and print when complete. Electronic submissions are not accepted.

Do not print any portion of this document double-sided

INDIANA UNIVERSITY  
**AUDITORIUM**



# INDIANA UNIVERSITY

# AUDITORIUM

New IU Auditorium/ IU Event Services Employee,

**If you are currently employed by IU:** please fill out your University ID# and Legal Name on the *Indiana University –Personal Profile Form* (ED). This will be the only information needed from you.

Listed below is important information in regards to completing your employment paperwork along with additional information that will need completion after being hired. Please complete all forms for employment on the IUAuditorium.com website & print to submit to the payroll processor.

**Not Currently Employed by IU, in addition to the application you will need to provide:**

- Identification Required with completed paperwork (Choose either Option 1 or Option 2):

Option 1: Unexpired Passport OR Unexpired Passport Card

Option 2: One Document from List A  
**AND**  
One Document from List B

List A

Unexpired Driver License w/ Photo  
School ID w/ Photo  
Voter registration Card  
Native American Tribal Document

List B

Social Security Card  
Birth Certificate  
U.S. Citizen ID Card  
Certification of Birth Abroad

**You must bring ORIGINAL identification documents with the completed paperwork. NO copies, scans, or faxes will be acceptable.**

- Once the Auditorium/Event Services Payroll Office has received your completed employment paperwork and the identifications required above, you will be sent 2 emails from GIS Compli-9 Systems to complete section 1 of the Federal Form I-9 Employment Eligibility Form or you will be asked to complete the I-9 in the payroll office at the Auditorium. **This form has to be completed before your first day of employment or you will not be allowed to work.**
- IU uses GIS eLink for completing background checks; this is a web-based system that enables employees to provide their personal information directly into the GIS background check system. eLink will be initiated by your employer and email will be sent to the employee requesting that you log in and complete the form. The eLink invitation will come from [eServices@geninfo.com](mailto:eServices@geninfo.com), and will appear in your email, so please also check your junk mail. If you do not receive the invitation, please contact your payroll processor.  
Things to know when completing the background check:
  - You will need your date of birth and SSN
  - Any criminal history
  - Include your middle name (if applies)
  - You will need current and previous address within the last 7 years
- Go to One.IU and visit the Employee Center to complete your state tax withholding form (WH-4), federal tax withholding form (W-4), your direct deposit enrollment form, & electronic W-2 consent form. If the tax withholding forms are not completed, then default tax values will be withheld (single 0, work locality).
- Direct Deposit is required for all University employees. If you do not complete the Direct Deposit enrollment form, your first payment will be a check that you will be required to pick up in person. At that time, you will complete the direct deposit enrollment form.
- **Your payroll advice is accessible online in the Payroll & Tax section of your One.IU account. You will not receive a paper pay advice.** If you have questions about your pay check amount, dates, and salary. **Please review the Pay Date schedule and then contact your Manager.** Indiana University is on a bi-weekly pay system. **To view Pay dates:**  
<https://fms.iu.edu/payroll/general-staff/pay-dates/>

All paperwork and identification must be turned into:

Eva Hicks, Payroll Processor  
IU Auditorium, Room 011B  
1211 E. 7<sup>th</sup> Street  
Bloomington, IN 47405  
812-856-2629 or [erhicks@indiana.edu](mailto:erhicks@indiana.edu)

# Employment Application Form

*Indiana University is an Equal Opportunity/Affirmative Action Employer.*

Name (print) \_\_\_\_\_  
(Last) (First) (Middle)

Are you over 18 years of age?  yes  no

If required for the position, do you hold a valid driver's license?  yes  no

Are you legally authorized to work in the United States?  yes  no

Are you a current Indiana University employee?  yes  no

If yes, date started, position, and location \_\_\_\_\_

Have you ever been employed by Indiana University in the past?  yes  no

If yes, your name (if different), date started and left, position, and location \_\_\_\_\_

Have you ever been convicted of a criminal offense that has not been expunged, restricted, or sealed by a judge?  yes  no

*Convicted* means you were declared guilty by a judge or you pleaded guilty in court. A conviction may have even taken place if you did not pay a fine or spend time in jail or in prison. A conviction could have been for either a misdemeanor or a felony. Certain traffic offenses rise to the level of a misdemeanor or felony and must be declared; examples include driving under the influence, driving on a suspended license, reckless driving, leaving the scene of an accident, and vehicular homicide. A criminal history investigation is done on each new employee, and employment with the University is conditional, subject to the findings of a criminal history investigation. Answering yes to this question does not automatically disqualify you for employment; however, information obtained from the investigation will be used in the employment review process.

**If yes, you must disclose for each offense: date, charge, city, state and disposition:**  
(Include type of offense (e.g., misdemeanor, felony) and judgment (e.g., guilty, conditional dismissal).)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Notice:**

Indiana University is an Equal Opportunity/Equal Access/Affirmative Action institution. IU intends to maintain an alcohol and drug-free workplace and to comply with the Drug Free Workplace Act of 1988 and its amendments. To that end, all employees must comply with the University's Substance Free Workplace policy. Annual security and fire safety reports containing policy statements and crime and fire statistics for Indiana University campuses are available at [protect.iu.edu/police/crimestats/](http://protect.iu.edu/police/crimestats/).

**Please read and sign the following statement:**

I certify that all information provided in all my application material is true. I understand that any false statement made herein is sufficient reason for rejection of this application or termination of subsequent employment regardless of date of discovery. I authorize the university to investigate all statements made in my application material for employment. I authorize such educational institutions and employers and others (and their agents or employees) to respond to questions concerning information given in this application material and I further release from liability such former employers, institutions, or persons providing such information to the university.

I understand that an offer of employment from Indiana University will be contingent on the receipt and evaluation of the background check report. Disclosure of convictions within this application does not automatically disqualify me for employment; however, information obtained from the investigation will be used in the employment review process.

I agree that the university may require my participation in and contribution to retirement programs while employed. I also understand that the direct deposit of my paycheck to my personal checking or savings account is a condition of employment. I understand that no offer of benefits such as a pension plan, insurance, vacation, or salary rate is final until cleared by Human Resources, and fully approved by appropriate university officials.

I have carefully read and understand this statement and, by my written or electronic signature below, note such.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

**All questions and statements must be answered in full or your application will not be processed.**

Name (print) \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Street) (City) (State) (Zip code)

Phone #s \_\_\_\_\_ E-mail \_\_\_\_\_  
(Home) (Business) (Cell)

What type of work will you accept? (check all that apply)

- Full Time     Part Time     Days     Professional     Maintenance     Custodial     IT/computer  
 Temporary     Seasonal     Evenings     Dining Service     Clerical     Technical     Other (please specify) \_\_\_\_\_  
 Weekends

**EDUCATION**

	Name	City	State	Highest Grade Completed	Graduated?	University or College Major/Degree and year obtained for verification purposes only
High School or GED					<input type="checkbox"/> yes <input type="checkbox"/> no	
University or College					<input type="checkbox"/> yes <input type="checkbox"/> no	
University or College					<input type="checkbox"/> yes <input type="checkbox"/> no	
University or College					<input type="checkbox"/> yes <input type="checkbox"/> no	

**WORK HISTORY**

List your work history for at least the past seven years. Begin with the most recent position. A supplemental work history form is available if needed.

From	To	Name of Firm	Address	Duties Involved	Supervisor	Salary	Reason for Leaving

Special skills/foreign languages/certifications/licenses \_\_\_\_\_

Special equipment/computer hardware or software/industrial machinery/video or teleconferencing \_\_\_\_\_

PERSONAL PROFILE FORM (ED)

Type of appointment:  Academic (Includes Resident Interns)  Student Academic  Staff  Hourly

Direct deposit is mandatory for all IU employees. To enroll in direct deposit, visit [www.fms.iu.edu/payroll/direct\\_bank\\_deposit.asp](http://www.fms.iu.edu/payroll/direct_bank_deposit.asp). If you do not enroll prior to the first paycheck, all payments will be deposited onto a pay card until enrollment is received. This pay card can be obtained from the campus Payroll office.

Current Employee University ID# \_\_\_\_\_ (10-digit University ID)  
 Former Employee Social Security Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
 No previous employment with Indiana University Social Security Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Legal Name \_\_\_\_\_  
 Last First Middle Suffix  
*Note: Legal name must match that as recorded by the Social Security Administration (SSA). If your name is not correct with SSA, you must update your records with that office.*

Preferred Name \_\_\_\_\_  
 Last First Middle Suffix

Passport Name \_\_\_\_\_  
 (Non-U.S. Citizens only) Last First Middle Suffix

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Month / Day / Year

Gender  Male  Female

Marital Status  Single  Married

US Status – MUST choose one.  U.S. Citizen  Lawful Permanent Resident  Other

If not U.S. Citizen, primary country of citizenship \_\_\_\_\_

Home Address \_\_\_\_\_  
 (your legal residence) Street (Apt#) Phone -\_\_\_\_\_-\_\_\_\_\_  
 City State Zip Code Country

*The home address (your legal residence) is necessary for the university to mail tax information (including W2s) and benefit enrollment information (for eligible employees). It is also required for tax reporting to the IRS.*

Non-IU email address \_\_\_\_\_

Ethnic Group

Are you Hispanic or Latino?  Yes  No

What is your race? Select one or more.

- American Indian or Alaska Native: A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- Black/African American: A person having origins in any of the Black racial groups of Africa
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East

**Military Status**

- No Military Service**
- Disabled Veteran:** (i) A veteran of the U.S. military, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (ii) a person who was discharged or released from active duty because of a service-connected disability.
- Recently Separated Veteran:** Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- Other Protected Veteran:** A veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.
- Armed Forces Service Medal Veteran:** Any veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

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

***Confidentiality** - Under federal law Indiana University is required to collect and report data regarding the gender, racial and ethnic composition and veteran status of its workforce. This information is used for reporting and administrative purposes.*

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**Departments:**

After the hiring process is complete, please shred this form. Additionally, please note that:

- **Academic employees** must complete the PS and PSA personal profile forms and submit to the campus Academic Affairs office.
- **Staff employees** must complete the PSA personal profile form and submit to the campus Human Resources office.





## INDIANA UNIVERSITY

### Consumer Disclosure

Indiana University will obtain one or more consumer reports about you for the following purposes: 1) for employment purposes which may include hiring, re-assignment, or promotion; or 2) for any employee, student, or volunteer affiliated with Indiana University who will be working in a program involving children for whom the University has not obtained a background check within the past five years.

Indiana University will obtain these reports through General Information Services, Inc. (GIS), or another consumer reporting agency. GIS's address is P.O. Box 353, Chain, SC 29036. GIS's telephone number is (866) 265-4917. GIS's website is [www.geninfo.com](http://www.geninfo.com), where you can find information about GIS's privacy practices.

To prepare the reports, GIS may investigate your address history, social security number validity, criminal records, driving record, and any other publicly held information.

You may inspect GIS's files about you (in person, by mail or by phone) by providing identification to GIS. If GIS obtains any information about you by interview, you have the right to obtain a complete and accurate disclosure of the scope and nature of the investigation performed.

Please sign below to acknowledge your receipt of this disclosure.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**For IU Academic Departmental Use Only**

Date that candidate accepted offer: \_\_\_\_\_



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*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list,	b. Federal Trade Commission: Consumer Response Center – FCRA

in addition to the CFPB:	Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8 <sup>th</sup> Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E.

	Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

## New York Corrections Law Article 23-A

### LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

Section 751. Applicability.

Section 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

Section 753. Factors to be considered concerning a previous criminal conviction; presumption.

Section 754. Written statement upon denial of license or employment.

Section 755. Enforcement.

**§ 750. Definitions.** For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

**§ 751. Applicability.** The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

**§ 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.** No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) there is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

- (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

**§ 753. Factors to be considered concerning a previous criminal conviction; presumption.**

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:
  - (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
  - (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
  - (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
  - (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
  - (e) The age of the person at the time of occurrence of the criminal offense or offenses.
  - (f) The seriousness of the offense or offenses.
  - (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
  - (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.
2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

**§ 754. Written statement upon denial of license or employment.** At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

**§ 755. Enforcement.**

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.
2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.