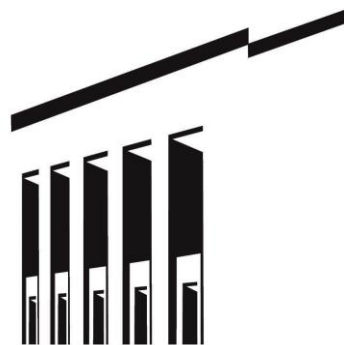


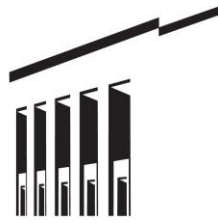
Please complete the form in the fields provided below and print when complete. Electronic submissions are not accepted.

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 the *Indiana University –Personal Profile Form* (ED), including your University ID. 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 be completed after being hired. Please read all the information below so you know what is expected before you meet for processing.

**I-9 Verification Form:** This form is required for all employees and it used to determine your eligibility to work in the United States. Please review the required ID documents below based on your employee/student status:

**Not Currently Employed by IU (non-International Student):**

- 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

- **All required documentation for the I-9 Form must be ORIGINAL documents! No copies, scans, or faxes will be accepted and there is no exception to this rule.** If you do not have them on campus please get in touch with the person who has access to your documents and make arrangements to provide those in order to complete the paperwork processing.

**Not Currently Employed by IU (International Students):**

- Identification Required with completed paperwork:
  - Unexpired Passport
  - I-20 (provide original)
  - I-94 (provide a print out)
- **Background Checks:** IU uses the eLink tool for completing background checks, via the GIS background check system. eLink will be initiated by your employer and an email will be sent to the employee asking that you log in and complete the form. The eLink invitation comes from [eServices@geninfo.com](mailto:eServices@geninfo.com), and will appear in your email, therefore also check your junk mail. If you do not receive the invitation, please contact your payroll processor.

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 judgement (e.g. guilty, conditional dismissal)).

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

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

## 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. The Annual Security and Fire Safety Report, containing policy statements, crime and fire statistics for all Indiana University campuses, is available online at <https://protect.iu.edu/police-safety/annual-reports/index.html>. You may also request a physical copy by emailing IU Public Safety at [iups@iu.edu](mailto:iups@iu.edu), or by visiting IUPD.

## 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: \_\_\_\_\_

<b>Name:</b> LAST		FIRST	MIDDLE	
<b>Home Address:</b> STREET		CITY	STATE	ZIP
<b>Home Phone:</b>		<b>Cell Phone:</b>		<b>Business Phone:</b>
<b>Email Address:</b>				
<b>What type of work are you willing to accept?</b> (check all that apply)				
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends <input type="checkbox"/> Professional <input type="checkbox"/> Maintenance <input type="checkbox"/> Custodial <input type="checkbox"/> IT/Computer <input type="checkbox"/> Dining Service <input type="checkbox"/> Clerical <input type="checkbox"/> Technical <input type="checkbox"/> Other (please specify): _____				

**EDUCATION**

	Name	City	State	Highest Grade Completed	Graduate?	University or College Major/Degree <small>and year obtained for verification purposes only</small>
<b>High School or GED</b>					<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>University or College</b>					<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>University or College</b>					<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>University or College</b>					<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:** \_\_\_\_\_

**TO BE COMPLETED BY ALL NEW EMPLOYEES.**

Direct deposit is mandatory for all IU employees. Visit [fms.iu.edu/payroll/general-staff/direct-deposit](https://fms.iu.edu/payroll/general-staff/direct-deposit) for instructions to enroll in direct deposit. If you do not enroll prior to your first paycheck, payments will be deposited onto a pay card until enrollment is received. This pay card can be obtained from the campus Payroll office.

<b>Type of Appointment:</b> <input type="checkbox"/> Academic (Includes Resident Interns) <input type="checkbox"/> Student Academic <input type="checkbox"/> Staff <input type="checkbox"/> Hourly			
<b>University Affiliation (choose one):</b> <input type="checkbox"/> Current Employee <input type="checkbox"/> Former Employee <input type="checkbox"/> No previous employment with IU			
<b>University ID or Social Security Number:</b> UID		SSN	
<b>Legal Name:</b> LAST	FIRST	MIDDLE	SUFFIX
<i>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.</i>			
<b>Preferred Name:</b> LAST	FIRST	MIDDLE	SUFFIX
<b>Passport Name:</b> LAST (Non-US Citizens Only)	FIRST	MIDDLE	SUFFIX
<b>Birthdate:</b>	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Marital Status:</b> <input type="checkbox"/> Single <input type="checkbox"/> Married	
<b>U.S. Status (MUST CHOOSE ONE):</b> <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Lawful Permanent Resident <input type="checkbox"/> Other			
If not a U.S. Citizen - Primary Country of Citizenship:			
<b>Home Address:</b> STREET		APT #	
CITY	STATE	ZIP	COUNTRY
<i>Your 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.</i>			
<b>Phone:</b>		<b>Non-IU Email:</b>	
<b>Are you Hispanic or Latino?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>What is your race?</b> (select one or more):			
<input type="checkbox"/> <b>American Indian or Alaska Native:</b> A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.			
<input type="checkbox"/> <b>Asian:</b> 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.			
<input type="checkbox"/> <b>Black/African American:</b> A person having origins in any of the Black racial groups of Africa.			
<input type="checkbox"/> <b>Native Hawaiian or Other Pacific Islander:</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.			
<input type="checkbox"/> <b>White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.			
<b>Confidentiality - Under federal law, Indiana University is required to collect and report data regarding the sex, racial, and ethnic composition and veteran status of its workforce. This information is used for reporting and administrative purposes.</b>			
<b>Signature:</b>			<b>Date:</b>

**IMPORTANT! After the HR e-Doc processing for this hire is complete, please shred this form.**

Additionally, Academic employees must complete the PS personal profile form and submit to the campus Academic Affairs 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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The following pages are for information purposes only  
and do not require printing for employment processing

*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.