



# Southern Oregon University

## Supplemental Employment Application for Student Employees (This form is only used in applying for positions where a department has its own student employment application)

*Note: Applicants who require any physical or other assistance in completing this application may contact Human Resource Services at 541-552-6315 / 541-552-6512 of the hiring department*

### Submit Application Directly to the SOU Hiring Department

Position \_\_\_\_\_

Department \_\_\_\_\_

### Applicant Information

Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

Street/P.O. Box

City

State

Zip

E-Mail Address: \_\_\_\_\_ Local Phone: \_\_\_\_\_

Current Class Standing:  Freshman  Sophomore  Junior  Senior  Graduate Student

Major: \_\_\_\_\_ No. of credits per term: Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

- Do you have another job on campus?  No  Yes, department: \_\_\_\_\_
- Do you have Federal work-study award for this year?  No  Yes, amount: \$ \_\_\_\_\_
- Are you over the age of 18?  No  Yes
- Are you authorized to work in the United States (IRCA of 1986)?  No  Yes  
**Note:** SOU is required to verify your eligibility to work in the United States by completing the INS form I-9. If offered employment, you will be expected to provide this information, as required by law, within 3 days of beginning to work.
- Have you ever been convicted of (or plea bargained to) a felony or class A misdemeanor?  No  Yes  
**Note:** A conviction does not automatically eliminate you from employment consideration. Each conviction will be reviewed with respect to the requirements of the position for which you apply.

### PLEASE ATTACH A COMPLETED DEPARTMENT APPLICATION AND ANY ADDITIONAL DOCUMENTS REQUIRED BY THE HIRING DEPARTMENT

### Signature

**Please read carefully before signing – Incomplete or unsigned applications will not be accepted.**

Any false, fraudulent, or misleading oral or written statement contained in this application and attached materials or made in the course of any related employment process, whether made by me or by others at my request, may result in rejection of my application, denial of employment, dismissal from university service if discovered after employment, and/or prosecution for a crime. I authorize Southern Oregon University to conduct a criminal history check, check my driving record, or contact my present or past employers if necessary.

I certify and affirm that I have read and understand the above notice. I further certify that I personally completed this application and attached materials or requested its completion and that all statements contained herein are true and complete to the best of my knowledge.

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

*Southern Oregon University is an Affirmative Action/Equal Opportunity Employer*

For additional information contact: Human Resource Services, Churchill 160, 1250 Siskiyou Boulevard, Ashland, OR 97520. Tel: 541-552-6242.