



THE OHIO STATE UNIVERSITY Business Operations

Student Employment Application

The Ohio State University is an Equal Opportunity/Affirmative Action employer. To be considered for a student position at The Ohio State University, the applicant must be enrolled at the University on a full-time or part-time basis.

PERSONAL INFORMATION

Name _____

Local Address _____

Local Phone _____

OSU Student ID # _____

Current Rank Freshman Sophomore Junior Senior

Are you under the age of 18? Yes No

Are you a U.S. citizen, permanent resident, or authorized to work in the United States? Yes No

Do you have a current, valid driver's license? Yes No (Issuing State: _____)

Have you ever been convicted of a criminal offense? Yes No

If yes, you must provide details. *A conviction will not necessarily be a bar to employment. The nature of the offense, when it occurred, and its job-relatedness will be considered.* _____

AVAILABILITY

Which Quarters are you able to work? Check all that apply: Autumn Winter Spring Summer

Hours Available to Work

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
To							
From							

What date would you be available to start work? _____

How many hours are you enrolled? _____

WORK EXPERIENCE

Date	Employer Name & Phone Number	Nature of Work

POSITION REQUESTED

The following list contains student positions within Business Operations. Inclusion on this list does not guarantee a vacancy at this time. Check position(s) interested in:

- | | | |
|--|--|---|
| <input type="checkbox"/> Student Customer Service Representative | <input type="checkbox"/> Student Bus Driver | <input type="checkbox"/> Student Maintenance Worker |
| <input type="checkbox"/> Student Parking Facility Attendant | <input type="checkbox"/> Student Courier | <input type="checkbox"/> Student Clerical Assistant |
| <input type="checkbox"/> Student Administrative Assistant | <input type="checkbox"/> Student Data Entry Assistant | <input type="checkbox"/> Student Mail Clerk Assistant |
| <input type="checkbox"/> Student Retail Assistant | <input type="checkbox"/> Student Warehouse/Inventory Assistant | <input type="checkbox"/> Student Sales Assistant |

REFERENCES

Please provide two (2) personal references (other than family):

Name	Phone Number	Relationship

The University is required to verify identity and work authorization at the time of employment.

CERTIFICATION AND STATEMENT OF UNDERSTANDING

I certify that all of the information furnished in the employment application and its addenda are true and complete to the best of my knowledge. I understand that the university may investigate the information I have furnished. I authorize any person, firm, or organization to supply any information about me concerning any past employment, military duties, convictions, or personal information to The Ohio State University and I further release any person, firm, or organization from any responsibility in disclosing such information, including from all liability for any damage that may result from furnishing such information to the university.

I authorize the university to obtain information regarding my record with the Bureau of Motor Vehicles if the position for which I am applying requires driving. I realize that any misrepresentation or false information included in the application materials or provided in the interview process can lead to the withdrawal of an offer of employment or to termination from employment. I understand the any future offer of employment may be conditioned upon the results of examinations, physical or others, as may be necessarily required by the university. The University will pay the reasonable cost of any examination which may be required.

The Ohio State University is a drug-free workplace. Individuals offered employment at The Ohio State University may be required to successfully complete a pre-employment physical which includes drug testing. Individuals who refuse to take or fail the drug test, after being informed, will be removed from employment consideration.

Signature _____ Date _____

Submit To: Business Operations
Room 105
Stores and Receiving Building
2650 Kenny Road
Columbus, OH 43210