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New IU Auditorium / IU Event Services Employees,

Listed below is important information in regards to completing your employment paperwork along with additional information that will be helpful to you.

Currently Employed by IU:

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.

Not Currently Employed by IU:

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

Option 1: Unexpired Passport

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 identification documents with the completed paperwork.
You must have ORIGINAL documents (no copies).

- Complete all forms for employment on the IU Auditorium.com website.
- **You will receive an email invite from the Auditorium via “CustomerSupport@hireright.com to electronically complete section 1 of the Federal Form, I-9 Employment Eligibility. This form needs to be completed on or before your first day of employment.**
- Once your paperwork is processed, you will receive an email from IU asking you to complete your state tax withholding form (WH-4), federal tax withholding form (W-4) and your direct deposit enrollment form. Your IU email will be the first choice, if not on file, then it will be sent to your Non-IU email address. 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 on-line via the email from IU, your first payment will be a check that you will be required to pick up in person. At that time you will be asked to complete the direct deposit enrollment form. If you are unable to enroll in direct deposit, you will be issued a Visa pay card for future payments.

Indiana University is on a bi-weekly pay system. Pay dates can be viewed at this link

http://www.fms.iu.edu/payroll/pay_advice/NewPaySchedules.asp

Your payroll advice can be viewed on-line at www.onestart.iu.edu under the Services tab / Employee Center / Payroll Information. You will not receive a paper pay advice. If you do not have a OneStart account with IU, you can create one from the OneStart login page. Click on “Don’t have an Account” and follow the instructions. You will need to obtain your University ID number from the payroll office after your employment paperwork has been processed in order to set the account up.

All paperwork and identification must be turned into:

Martha Mathis, Payroll Processor
IU Auditorium, Room 011B
1211 E. 7th Street
Bloomington, IN. 47405
812-856-3426 or memathis@indiana.edu



INDIANA UNIVERSITY

Background Check Consent Statement

I understand that if Indiana University offers me employment, the university will request a background check from a consumer reporting agency consisting of a criminal history check and a sex offender registry check to be used solely for employment-related purposes.

HireRight, Inc., or another consumer reporting agency, will prepare or assemble the background reports for Indiana University. HireRight, Inc. is located and can be contacted by mail at 5151 California, Irvine, CA 92617, and HireRight can be contacted by phone at (800) 400-2761. Information about HireRight's privacy practices is available at www.hireright.com/Privacy-Policy.aspx.

I understand that an offer of employment from Indiana University will be contingent on the receipt and evaluation of the background check report. If offered employment, I will provide the university with my social security number and date of birth to permit a background check to occur. Failure to provide consent or the required information after receipt of an offer of employment will result in the withdrawal of any offer of employment. If the university hires me, it may request such additional reports about me for employment-related purposes during the course of my employment. I understand that if Indiana University hires me, my consent will apply throughout my employment to the extent permitted by law.

I have carefully read and understand this Background Check Consent Statement and, by my signature below, consent to the release of criminal and sex offender registry reports to Indiana University within the terms of this statement. This Background Check Consent Statement in original, faxed, photocopied, or electronic form will be valid for any such reports that Indiana University may request.

Name (Print) _____
(First) (Middle) (Last)

Address

Telephone

Signature

Date

Military Status

- 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.*

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.

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 crime other than a minor traffic violation? 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. For IU purposes, driving while under the influence, driving on a suspended license, reckless driving, leaving the scene of an accident, and vehicular homicide are **not** minor traffic violations and must be declared (whether the result is a ticket or a more severe penalty). Minor traffic violations that result in tickets do not need to be declared. 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).)

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/.

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 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 _____