

Rider University

Human Resources Office
Moore Library, Room 108
2083 Lawrenceville Road, Lawrenceville, NJ 08648-3099
609-896-5140 Fax: 609-895-5766

APPLICATION FOR TEMPORARY EMPLOYMENT

Social Security Number: _____ Name: _____
Last First Middle
Address _____
Street City State Zip Code
E-mail Address: _____
Daytime Phone: () _____ Home Phone: () _____

EMPLOYMENT EXPERIENCE

List all experience within last ten years. List most recent experience first. A resume and cover letter are highly recommended but will not be accepted in lieu of a completed application form.

Employer	Address, City, State, Zip	Position Held	Dates
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If you need additional space, please continue on separate sheet of paper.

We may contact the employers listed above unless you indicate those you do not want us to contact.	<u>DO NOT CONTACT</u>
	Employer _____ Reason _____

ADDITIONAL SKILLS AND QUALIFICATIONS

Typing Speed _____ MS Word _____ Excel _____ Access _____ PowerPoint _____ Internet _____

List additional skills, training or experiences that have provided you with the required knowledge and abilities for this position: _____

EDUCATION

High School	Address, City, State, Zip	Graduate ____ Yes ____ No <input type="checkbox"/> GED
College	Address, City, State, Zip	Degree

PLEASE READ CAREFULLY

It is the University's policy that relatives of persons currently employed by the organization may be hired only if they will not be working directly for or supervising a relative or occupying a position in the same line of authority within the organization.

Do you have any relatives working for Rider? _____ Yes _____ No

If yes, state

name(s)/position(s): _____

Have you ever been convicted of or plead no contest or guilty to a felony or a misdemeanor?

_____ Yes _____ No

If yes, give date and nature of conviction and terms of sentencing: _____

AUTHORITY TO WORK IN THE UNITED STATES: It is Rider University's intention to hire only legally authorized workers. In compliance with the Immigration Reform and Control Act of 1986, all employees hired after 11/06/86 are required to provide proof of identity and employment eligibility at the time employment is extended. Are there any restrictions under the immigration laws of the United States that would prevent you from working for Rider University? No _____ Yes _____ Please Explain: _____

Rider University does not discriminate in hiring or in the terms or conditions of employment on the basis of race, color, religion, age, national origin, sex, sexual orientation, handicap/disability or Vietnam-era disabled veteran status. No question on this application is intended to secure information to be used for such discrimination.

AGREEMENT

I understand that temporary employees are unclassified employees hired by the University to fill positions on an “as needed” basis. I understand and agree that at the end of my temporary assignment I shall be separated from university service.

I understand that the duration of a temporary assignment falling under the jurisdiction of the bargaining unit contract will not exceed 90 calendar days. I further understand that the workweek will not exceed twenty-eight hours and that I will not work more than a total of six consecutive months in a twelve-month period.

I acknowledge that Rider University employment is on an at-will basis, i.e., employment may be terminated at any time by either the employee or Rider University for any reason not expressly prohibited by law.

I authorize you to make such investigations and inquiries of my personal, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

My signature below, I assert that all information given in this application is true. I understand that false information (misrepresentation or omission of information) may be the basis for disqualification or termination of employment. I authorize investigation of all statements contained herein. I also authorize the employers and/ or references listed (exceptions noted under Employment Experience) to give you any and all information concerning my previous employment and any pertinent information they may have and hereby release all parties from any liability for any damages that may result from furnishing such information.

Signature of Applicant

Date

FOR HUMAN RESOURCES USE ONLY

Interview Time and Date	Temporary Levels Qualified For