

PLEASE ATTACH A RESUME

The University of Michigan
Temporary Staffing Services
Application for Temporary Employment



PERSONAL INFORMATION

Last Name		First Name		Middle
Social Security Number			UMID (if known)	
Address			Are you legally eligible to work in the U.S.A.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City		State	Zip Code	
Telephone		Cell	Email	
Are you: <input type="checkbox"/> a high school student? (if under 18, work permit required) <input type="checkbox"/> Other (non-student): _____				
<input type="checkbox"/> a U of M student?				
<input type="checkbox"/> a student at another institution? Name of the institution: _____				
Have you ever been convicted of any misdemeanor or felony, including alcohol or drug-related driving offenses? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Driving convictions such as operating while intoxicated, operating under the influence of drugs, operating without a license, etc. are generally misdemeanors or felonies and should be included.				
Are there any felony charges pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If you answered "YES" to either of the previous questions, please provide dates, places, charges and disposition (outcome) of all convictions.				
Note: A "YES" response does not automatically disqualify a job applicant from further consideration. Each application is evaluated individually, based on a number of factors including the nature of the crime, how long ago the crime and/or release from incarceration occurred, whether a sufficient or satisfactory work record has been established since the crime and/or release from incarceration, and the position applied for.				

WORK INFORMATION

Are you presently employed at U of M? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a seasonal appointment? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Department: _____				
Have you ever worked at U of M? <input type="checkbox"/> Yes <input type="checkbox"/> No When & Where: _____				
Do you have relatives who are employed at the University? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Name: _____		Dept: _____		Name: _____
Dept: _____		Dept: _____		
How soon can you start?		How long will you be available to work?		
Availability: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time _____		Shift Availability: <input type="checkbox"/> Days <input type="checkbox"/> Afternoons <input type="checkbox"/> Midnights		
Indicate days/times you CANNOT work during your preferred shift(s): _____				
What are your areas of interest in temporary employment?				
<input type="checkbox"/> Ann Arbor Campus		<input type="checkbox"/> Lab/Research		<input type="checkbox"/> Custodian
<input type="checkbox"/> Health System		<input type="checkbox"/> Accountant		<input type="checkbox"/> Stock Keeper
<input type="checkbox"/> Dearborn		<input type="checkbox"/> Web/Graphic Designer		<input type="checkbox"/> Mover
<input type="checkbox"/> Flint		<input type="checkbox"/> IT/Help Desk		<input type="checkbox"/> Laundry Worker
				<input type="checkbox"/> Office Assistant
				<input type="checkbox"/> Secretary
				<input type="checkbox"/> Data Entry
				<input type="checkbox"/> Administrative Asst.
				<input type="checkbox"/> Other: _____
Referral Source: <input type="checkbox"/> UM Employee/Student <input type="checkbox"/> U-M Website <input type="checkbox"/> Advertisement <input type="checkbox"/> Recruiting Event: _____				

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or Vietnam-era veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity, and Title IX/Section 504/ADA Coordinator, Office for Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388. For other University of Michigan information call 734-764-1817.

department use only **CRC** NRF RF TEMPORARY STAFFING SERVICES — Updated 10/2011

TSS OK See File Uniqname: _____

WbN NA OK See File Packet Rec'd: _____

MP NOF OF Remarks

PREVIOUS EMPLOYMENT

****IMPORTANT:** Please list your work history starting with your most recent job and complete all relevant fields. You are encouraged to attach a resume to the application when you submit it, but simply writing **"See Resume"** in the section below is **NOT** acceptable.

Employer	From (MM/YY)	To (MM/YY)	Job Duties	Final salary
Location	Title			Reason for Leaving
Employer	From (MM/YY)	To (MM/YY)	Job Duties	Final salary
Location	Title			Reason for Leaving
Employer	From (MM/YY)	To (MM/YY)	Job Duties	Final salary
Location	Title			Reason for Leaving
Employer	From (MM/YY)	To (MM/YY)	Job Duties	Final salary
Location	Title			Reason for Leaving
Employer	From (MM/YY)	To (MM/YY)	Job Duties	Final salary
Location	Title			Reason for Leaving
Employer	From (MM/YY)	To (MM/YY)	Job Duties	Final salary
Location	Title			Reason for Leaving
Employer	From (MM/YY)	To (MM/YY)	Job Duties	Final salary
Location	Title			Reason for Leaving

EDUCATION

	Name of School or Institution, Location	Dates attended (Optional)		Major/Specialization	Degree?
		From:	To:		Yes/No
High School					
College					
Other					
Other					

EMERGENCY CONTACT INFORMATION (Optional)

Name:	Phone Number:	Secondary Phone Number:

AUTHORIZATION AND UNDERSTANDING

I certify that the answers on this document are true to the best of my knowledge. I realize that all the information furnished by me is important and that the University of Michigan will rely on such information in engaging me and in continuing my employment. I understand that the University of Michigan may investigate my work and personal history and verify all data given on this Application for Employment, on related papers, and in interviews, and I authorize the University of Michigan to do the same. This inquiry may include information as to my character, general reputation and personal characteristics, and I consent to the conduct of this inquiry and to the consideration of any statements or references by former employers that are given in response to the inquiry. I authorize all individuals, schools and employers named, except as specifically limited on this application, to provide information requested about me, and I release them and the University of Michigan from liability for damages in providing this information. I understand and acknowledge that any misrepresentation, omission or incorrect statement of fact can result in rejection of my application or, if hired, immediate discharge.

Signature of Applicant: _____ DATE: _____

TSS Skills Checklist

Please indicate your experience with the following skills. Check all that apply.

ACCOUNTING

- Accounts Payable Accounts Receivable Account Reconciliation Collections
 Grants Management General Ledger Payroll
 Other: _____

ADMINISTRATIVE

- Office Management Personnel Records Proofreading/Editing Purchasing Card Reconciliation
 Transcription Travel Arrangements
 Other: _____

CLERICAL

- 10-Key Copying Correspondence Data Entry
 Faxing Filing General Reception Scheduling
 Other: _____

COMPUTER

Operating Systems

- Microsoft Windows Mac OS X Linux Unix Other: _____

Word Processing

- Microsoft Word Word Perfect
 Other: _____

Spreadsheet Programs

- Microsoft Excel Quatro Pro
 Other: _____

Databases

- Microsoft Access Crystal Reports FileMaker Pro Oracle SQL
 Other: _____

Design

- AutoCAD CAD GIS Other: _____

Graphics

- Corel Draw Illustrator PageMaker Photoshop
 PowerPoint Publisher Quark Visio
 Other: _____

Programming/Languages

- BASIC C C++ FORTRAN JAVA
 Java Script Pascal PHP Visual Basic
 Other: _____

Tech Support

- Computer Consulting Help Desk/Troubleshooting Network Administration Program Analysis
 Other: _____

Web Design

- Cold Fusion Dreamweaver Flash Frontpage
 HTML Javascript XML Cascading Style Sheets
 Other: _____

continued on next page

