

**\*PLEASE ATTACH A RESUME\***

The University of Michigan  
Temporary Staffing Services  
Application for Temporary Employment



**PERSONAL INFORMATION**

Legal Last Name \_\_\_\_\_ Legal First Name \_\_\_\_\_ Middle \_\_\_\_\_

Preferred Name (if applicable): \_\_\_\_\_

UMID (if known) and/or Last 4 Digits of your Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ Are you legally eligible to work in the U.S.A.?  Yes  No

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Telephone # \_\_\_\_\_ Email \_\_\_\_\_

Are you:  a high school student? (work permit required may be req'd)  Other (non-student): \_\_\_\_\_  
 a U of M student? Which campus? \_\_\_\_\_  
 a student at another institution? Name of the institution: \_\_\_\_\_

**WORK INFORMATION**

Are you presently employed at U of M?  Yes  No Do you have a seasonal appointment?  Yes  No  
Department: \_\_\_\_\_

Have you ever worked at U of M?  Yes  No When & Where: \_\_\_\_\_

Do you have relatives who are employed at the University?  Yes  No  
Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Name: \_\_\_\_\_ Dept: \_\_\_\_\_

How soon can you start? \_\_\_\_\_ How long will you be available to work? \_\_\_\_\_

Availability:  Full-time  Part-time \_\_\_\_\_ Shift Availability:  Days  Afternoons  Midnights

Indicate days/times you **CANNOT** work during your preferred shift(s): \_\_\_\_\_

What are your areas of interest in temporary employment?  
 Ann Arbor Campus  Custodian  Lab/Research  Office Assistant/Clerk  
 Michigan Medicine  Stock Keeper  Accounting/Finance  Executive Secretary  
 Dearborn  Food Service  IT/Help Desk  Administrative Asst.  
 Flint  General Labor  Other: \_\_\_\_\_

Referral Source:  UM Employee/Student  U-M Website  Advertisement  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  See File  Remarks  
**TSS**  OK  See File  
**WbN**  NA  OK  See File  
**MP**  NOF  OF  Remarks  
TEMPORARY STAFFING SERVICES — Updated 10/2021  
Uniqname: \_\_\_\_\_  
Packet Rec'd: \_\_\_\_\_

First

Last

DL

**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
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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

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Accounts Payables | <input type="checkbox"/> Accounts Receivables/Collections | <input type="checkbox"/> Account Reconciliation |
| <input type="checkbox"/> Grants Management | <input type="checkbox"/> General Ledger                   | <input type="checkbox"/> Financial Analysis     |
| <input type="checkbox"/> Other: _____      | <input type="checkbox"/> Payroll                          | <input type="checkbox"/> Auditing               |

## ADMINISTRATIVE

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Office Management   | <input type="checkbox"/> Records Management    | <input type="checkbox"/> Purchasing Card Reconciliation/Management |
| <input type="checkbox"/> Travel Arrangements | <input type="checkbox"/> Budget Administration | <input type="checkbox"/> Executive Level Support                   |
| <input type="checkbox"/> Other: _____        | <input type="checkbox"/> Proofreading/Editing  |  |

## CLERICAL

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> General Reception | <input type="checkbox"/> Calendar Management | <input type="checkbox"/> Correspondence | <input type="checkbox"/> Data Entry              |
| <input type="checkbox"/> Record Keeping    | <input type="checkbox"/> Filing              | <input type="checkbox"/> Copying/Faxing | <input type="checkbox"/> Transcription/Dictation |
| <input type="checkbox"/> Email             | <input type="checkbox"/> Other: _____        |   |  |

## COMPUTER

### Operating Systems

- Microsoft Windows     Mac OS     Other: \_\_\_\_\_

### Word Processing Programs

- Microsoft Word     Google Docs  
 Other: \_\_\_\_\_

### Spreadsheet Programs

- Microsoft Excel     Google Sheets  
 Other: \_\_\_\_\_

### Other Office Software/Tools

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Microsoft Outlook | <input type="checkbox"/> Adobe Acrobat/PDF | <input type="checkbox"/> Gmail         |
| <input type="checkbox"/> Google Calendar      | <input type="checkbox"/> Google Drive      | <input type="checkbox"/> Google Forms      | <input type="checkbox"/> Google Slides |
| <input type="checkbox"/> Google Chrome        | <input type="checkbox"/> Google Meet       | <input type="checkbox"/> Zoom              |  |
| <input type="checkbox"/> Other: _____         |  |  |  |

### University of Michigan MPathways / Wolverine Access

- |   |                                     |                                   |                                       |   |   |
|---|-------------------------------------|-----------------------------------|---------------------------------------|---|---|
| <input type="checkbox"/> Financials             | <input type="checkbox"/> HRMS       | <input type="checkbox"/> eRecruit | <input type="checkbox"/> Concur       | <input type="checkbox"/> Par Transactions | <input type="checkbox"/> Business Objects |
| <input type="checkbox"/> Student Administration | <input type="checkbox"/> Marketsite | <input type="checkbox"/> Dropbox  | <input type="checkbox"/> Other: _____ |   |   |

### Graphic Design

- |  |  |  |                                    |
|--|--|--|------------------------------------|
| <input type="checkbox"/> Microsoft Publisher | <input type="checkbox"/> Adobe Illustrator | <input type="checkbox"/> Adobe Photoshop | <input type="checkbox"/> PageMaker |
| <input type="checkbox"/> Sketch              | <input type="checkbox"/> Visio             | <input type="checkbox"/> Other: _____    |                                    |

### Design

- CAD/AutoCAD     GIS/ArcGIS     Other: \_\_\_\_\_

### Databases

- Microsoft Access     SQL     Oracle     Other: \_\_\_\_\_

### Programming/Languages

- Python     PHP     C++     Java     Java Script     Other: \_\_\_\_\_

### Web Design

- Adobe Dreamweaver     HTML     Google Web Designer     Other: \_\_\_\_\_

continued on next page

# TSS Skills Checklist Continued

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

## HUMAN RESOURCES

- |                                       |  |  |  |
|---------------------------------------|--|--|--|
| <input type="checkbox"/> Benefits     | <input type="checkbox"/> HR Records Management | <input type="checkbox"/> Employee Relations  | <input type="checkbox"/> Interviewing/Hiring/Screening |
| <input type="checkbox"/> Compensation | <input type="checkbox"/> Training/Development  | <input type="checkbox"/> Recruiting/Staffing | <input type="checkbox"/> HR Compliance                 |
| <input type="checkbox"/> Other: _____ |  |  |  |

## LABOR

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Audio/Visual Tech | <input type="checkbox"/> Chauffeurs license | <input type="checkbox"/> CDL                 | <input type="checkbox"/> Cash Register          |
| <input type="checkbox"/> Delivery Driver   | <input type="checkbox"/> Food Service       | <input type="checkbox"/> Grounds Maintenance | <input type="checkbox"/> Facilities Maintenance |
| <input type="checkbox"/> Hi-Lo Operator    | <input type="checkbox"/> Housekeeping       | <input type="checkbox"/> Inventory           | <input type="checkbox"/> Janitorial             |
| <input type="checkbox"/> Mailroom          | <input type="checkbox"/> Shipping/Receiving | <input type="checkbox"/> Other: _____        |   |

## MEDICAL

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> MiChart             | <input type="checkbox"/> Direct Patient Care             | <input type="checkbox"/> Insurance Billing           |
| <input type="checkbox"/> Medical Terminology | <input type="checkbox"/> Medical Dictation/Transcription | <input type="checkbox"/> Inpatient/Outpatient Office |
| <input type="checkbox"/> Other: _____        |  |  |

## RESEARCH

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Data Analysis     | <input type="checkbox"/> Data Collection     | <input type="checkbox"/> Report Writing                   | <input type="checkbox"/> Statistical Software |
| <input type="checkbox"/> Grants Management | <input type="checkbox"/> Subject Recruitment | <input type="checkbox"/> Subject Interviewing/Observation | <input type="checkbox"/> ArcGIS               |
| <input type="checkbox"/> Other: _____      |  |   |   |

## COMPUTER / TECHNOLOGY

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Computer Consulting                                 | <input type="checkbox"/> Help Desk/Troubleshooting | <input type="checkbox"/> Network Administration |
| <input type="checkbox"/> Coding: _____ <input type="checkbox"/> Other: _____ |  |   |

## Please list other skills not covered above:

Skills	Length and type of training	Years of experience