Requisition #________________

An Equal Opportunity Employer

Employment Application

Butler University
Human Resources Management & Development
4600 Sunset Avenue
Indianapolis, IN  46208
317.940.9355 (p)
317.940.8149 (f)
www.butler.edu/hr

We appreciate your interest in Butler University. A clear, concise understanding of your background and work history will aid us in considering you for employment in a position that best meets your qualifications and our needs.
Please print and make sure your answers are legible and that the Application has been completed in full. Use black or blue ink.

If you are under age 18, a work permit is required for employment.

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**Personal Data**

Name (last, first, middle)__________________________________________________________

Today's date

Address (number, street, apt. number)________________________________________________

City, state, zip code

Home phone number (_____)____________________  Cell phone number (_____)____________________

Other names under which you have been employed:

____________________________________________________

Have you ever been employed at Butler? Yes _____ No _____ List other names under which you were previously employed:

____________________________________________________

If hired, would you be able to perform all functions and all necessary job assignments of the particular job for which you are applying, with or without reasonable accommodations? Yes _____ No _____ If no, please explain:

____________________________________________________

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**Security and Fire Safety Information**

Butler University is committed to assisting all members of the Butler community to collectively achieve a safe campus environment. The annual security and fire safety compliance document is available on the Butler University police Department website at http://www.butler.edu/public-safety/clery-information/annual-security-reports-(asr)/

If you would like to receive a booklet called "The Annual Security and Fire Safety Report" which contains this information, you can request that a copy be mailed to you by calling (317) 940-8418.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Butler University; and on public property within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by the Butler University Police Department.

In compliance with Indiana law, please be advised also that all places of employment at Butler University are non-smoking.

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**Job Interest**

Position desired: ____________________________________________________________

Status desired: Full-time___ Part-time___ Other___ Specify_______________________________

Shifts willing to work (indicate preference by 1,2,3):  Day___ Evening___ Night___ Date available: __________________________

How were you referred to us? Advertisement____________________ Employee____________________

Revised 07/14
Other (specify): ______________________

Salary requirement (if any): ______________________

Do you have permanent work authorization (you might have permanent work authorization as a U.S. Citizen, a Permanent Resident Alien, Refugee or Asylee, or as a Temporary Resident Alien under the Immigration Reform and Control Act)? (If "No," please explain and also note that proof of citizenship or immigration status will be required upon employment.)
YES ____ NO ______

According to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, any offer of employment is contingent upon the ability to produce the required documentation within the time period required by law.

Relative(s) employed at Butler University:

Name(s) ____________________________ Relationship(s) _____________________________

| Education |
| --- | --- | --- | --- | --- |
| Highest level of education attained | School name, city and state | Course of study | Did you graduate? | Type of Diploma/Degree/Certificate |
| __________________ | __________________ | __________________ | ____________ | __________________ |

Please list any special skills (languages, computer, etc.): __________________________

| Employment History |
| --- | --- | --- | --- |
| Company/Employer’s name | Phone number | City, state, zip code | Dates employed (from month/year to month/year) |
| ______________________ | ____________________ | ____________________ | ____________________ |
| Address (number, street) | Supervisor’s name | Salary (beginning and ending per hour) |
| ______________________ | ____________________ | ____________________ |

List all present and past employers (starting with your current or most recent employer): Include all employment, military service, and volunteer service. Please explain all periods of unemployment in excess of one month. If necessary, please complete this section on additional pages that are available upon your request. If you would prefer that we not contact your current employer, please indicate this clearly below.

Company/Employer’s name __________________ Phone number __________________
Address (number, street) __________________ Supervisor’s name __________________
Job title __________________ Dates employed (from month/year to month/year) __________________
Nature of duties __________________ Salary (beginning and ending per hour) __________________

Company/Employer’s name __________________ Phone number __________________
Address (number, street) __________________ Supervisor’s name __________________
Job title __________________ Dates employed (from month/year to month/year) __________________
Nature of duties __________________ Salary (beginning and ending per hour) __________________

Revised 07/14
Company/Employer’s name
Phone number

Address (number, street)
City, state, zip code

Job title
Supervisor’s name
Dates employed (from month/year to month/year)

Nature of duties
Salary (beginning and ending per hour)

Professional References: Please provide the names of three persons who know you from previous employment, school or community activities, whom you have known for at least one year.

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Signature

I certify that answers given herein are true and complete to the best of my knowledge. I fully understand that if employed, any falsification, misrepresentation or omission on this Application, my resume, c.v., any other materials submitted by me in the hiring process or in any updated Application form will result in dismissal, regardless of the date of discovery. I understand that if employed I will be expected to abide by the rules and regulations of Butler University, all of which may be amended by the University without notice at any time. I further understand that neither this Application nor any statement made to me during the hiring process or thereafter shall be considered to have created a contract of a definite term or duration. Where such a contract is intended, I understand that it shall be in writing and signed by the President of the University or his/her designee. I also understand that, if hired, my employment shall not be for any definite term or duration and that it shall be terminable-at-will, at the option of either the University or myself, with or without cause or prior notice.

I further agree that if I become employed by the University, and in consideration of such employment, I will not commence any action, including, but not limited to any administrative claim or lawsuit against the University or its agents more than 180 calendar days after the date of the event giving rise to said action. I hereby agree that the foregoing includes, but is not limited to, any action that in any way arises out of or relates to my employment and/or the termination of my employment, and I hereby waive any statutes of limitations to the contrary.

I agree to submit to any lawful drug, alcohol, or other testing that may be required as a condition of employment or continued employment and understand that refusal to promptly submit and cooperate with such testing prior to or during the course of my employment will result in disqualification from consideration for employment or, if hired, termination.

I hereby authorize persons, schools, my current employer (if applicable) and previous employers and organizations named in this Application (and accompanying resume, if any) to provide the University with any information requested by it, and I release all such persons from any liability regarding any provision or use of such information.

Signature________________________________________Date__________________

Revised 07/14