

Part-time job opportunities on campus

Please note, you should not apply for any campus jobs until you've arrived in Indianapolis and have a local address. If you apply before you have a local address, employers will likely not even look at your application. Also, if you are an international student you can still apply for positions without having a social security card; once you are "hired," you can apply for a social security card which will legally allow you to be employed in the U.S.

It is true that many on campus employers "prefer" applicants with work-study eligibility (this would only be U.S. students, usually only undergraduates) but there are certainly many positions given to non work-study and international students, so don't be afraid to apply somewhere that says work-study preferred. Once you arrive on campus and have made your living arrangements, you should apply as early as possible (several weeks before the start of the semester, if possible). Hopefully by looking through this brief guide I've put together, you'll be able to decide on some places you'd like to apply to once you arrive and will have a head start on the application process.

MATH ASSISTANCE CENTER (MAC)

<http://www.math.iupui.edu/MAC/opportunities.shtml>

A number of our students work at the Math Assistance Center (MAC) on campus, which is a tutoring center sponsored by IUPUI's Department of Mathematics. The MAC offers walk-in tutoring for students in undergraduate Math classes (typically pre-algebra, algebra and calculus) and help with online homework assignments and projects in things such as Maple and Matlab. The majority of positions at the MAC are of the type mentioned above, but there are occasionally general administrative openings for things such as receptionist, etc.

POSITIONS & OPPORTUNITIES AT THE MAC

The vast majority of the opportunities at the MAC are available only to current IUPUI students. These part-time positions/opportunities usually require a commitment of five to twenty hours per week; there are no full-time positions available. Tutor positions and mentor positions are among the types most frequently offered at the MAC. Applicants passing the interview and evaluation process must also submit to a background security check before they are granted a position at the MAC.

Tutoring

Generally speaking, applicants for a tutor position should have completed a full calculus sequence (e.g., IUPUI Math courses 163, 164, and 261); this amounts to at least 14 credit hours of coursework including differential calculus, integral calculus, and multi-variable calculus. Additional mathematics coursework should be noted on the application form. Tutors are typically paid an hourly rate ranging from \$8.00 to \$9.50 per hour. ****One note here—graduate students in science programs (Computer Science included) are typically assumed to have the required calculus background.**

Other

Other positions such as receptionist, supervisor, and specialist (web and/or database programming) are less frequently available, but applications for these positions are accepted at all times. Applicants for the supervisor positions must have the ability to oversee several tutors and mentors in action, must have a demonstrated proficiency in mathematics or statistics, and must be proficient in standard computer skills, such as typing. Applicants for the receptionist positions should be eligible for work-study funding.

DEADLINES

Employment and service opportunities for students with varied backgrounds and interests arise throughout the academic year at the MAC. However, most of the available positions are filled before the beginning of the semester under consideration, so applications should be submitted early. Generally speaking, applications

should be submitted before the end of the preceding full-term semester; however, consideration is given to applications arriving as late as the first full week of class, if positions remain to be filled at that time.

APPLICATION PROCESS

If you are interested in pursuing a tutoring position you must download and read the ***Tutor Application Information*** document found on the MAC website. Additional documentation such as your current schedule-of-classes, transcripts, and letters of recommendation may be included with the application, although these items are usually not required of the applicant.

All others should download the general ***MAC Application*** found on the MAC website. Additional documentation such as your current schedule-of-classes, transcripts, and letters of recommendation may be included with the application, although these items are usually not required of the applicant.

The forms must be completed in ink, and then handed to a receptionist at the MAC (UC-102), or mailed to:

Mathematics Assistance Center
Dept. of Mathematical Sciences, IUPUI
402 N. Blackford St., LD270
Indianapolis, IN 46202

University Information Technology Services (UITS)

<http://www.indiana.edu/~uitsshr/services/jobs/IUPUIhourly.html>

University Information Technology Services (UITS) is the administrator of the campus-wide IT infrastructure. They develop and maintain a modern information technology environment throughout the university in support of the university's vision for excellence in research, teaching, outreach, and lifelong learning. They provide tools and services to support the academic and administrative work of the university, including a high-speed campus network with wireless access, central web hosting, a rich selection of free and low-cost software for personal use, tools and support for instruction and research, and supercomputers for data analysis and visualization.

The most widely available part-time position available with UITS is that of a "Consultant" for one of the many student Technology Centers (open computer labs) operated by UITS for student use.

Responsibilities and duties of Technology Center Consultant

Under general supervision, consultants provide direct support to customers of the Student Technology Centers (STCs). They answer questions relating to software applications, resolve printer problems, and maintain the lab environment. Consultants are to provide technical assistance, demonstrate exemplary interpersonal communication skills, be professional at all times, and support and comply with all IU, UITS, STC, AND TCC policies and procedures. The consultant position requires exemplary customer service skills. Working closely with customers in a one-on-one atmosphere is a daily activity. If you are not comfortable providing one-on-one assistance and feel that you cannot provide excellent customer service, the consultant position is probably not for you.

Specific responsibilities include answering customer questions, reporting software and hardware problems, enforcing policies, and assisting the TCC support staff with projects. In addition, all consultants are required to read email that pertains to TCC a minimum of once every 48 hours, be familiar with any information received in the monthly newsletter, and attend mandatory training meetings once a month. In support of these responsibilities, consultants will learn and implement all procedures at the sites, and will develop and maintain both a specified level of expertise in applications and a proactive ownership of customer support issues.

Applicants for Technology Center Consultant positions will be considered based on:

- Customer service skills and experience
- Technical skills and abilities
- Student status (hiring priority is given to students of the university)
- Applicant availability

The hiring process consists of both an online application (which includes applicant availability) and an interview. You may submit one application per year; make sure yours is complete, accurate, and representative of your skills, abilities, and work history. Once submitted, your application will be reviewed and you will be notified of your status via email. Please be patient, as the hiring process often takes 30 to 60 days.

Qualifications

- Proactive and friendly customer service attitude
- Strong organizational and interpersonal skills
- Professional attitude and demeanor
- Excellent verbal communication skills
- Computing skills across the Windows, Macintosh, and Unix platforms, including operating systems and applications
- Ability to work a minimum of 12 hours per week
- Ability to attend mandatory training meetings once a month

Consultant shifts

All consultants are required to work a minimum of 12 hours per week. Our staffing hours are generally Monday-Thursday 8am-10pm and Friday 8am-6pm, as well as minimal graveyard and weekend shifts.

Consultants are assigned shifts at the beginning of the semester and retain these shifts for the entire semester. Shifts are scheduled in two-hour blocks with no more than eight hours (four blocks) allowed during any 24-hour period. For a complete list of staffing hours and locations, see [Staffing Hours](#).

Compensation

During the first semester of employment, consultants are paid \$7.50 per hour 8am-midnight, and \$8.25 per hour midnight-8am. Upon successful completion of one full semester, consultants receive a \$.50/hour pay increase.

IUPUI part-time hourly staff are paid on an hourly, biweekly basis, with no remission of academic fees and no commitment to continuous employment.

Application form

Apply by completing the [Consultant Application form](#). When you access the application form, it may indicate that they have no open positions currently but they will always accept applications and will contact candidates when positions are available.

For more information, you can read the [Hourly Consultant Handbook](#).

Other positions at UITs

Non-consultant, part-time positions do also open up with UITs and these are posted on the IUPUI UITs hourly jobs website (<http://www.indiana.edu/~uitsshr/services/jobs/IUPUIhourly.html>) as they become available. Job description, qualifications and application process will be posted along with each available job. As the start of

the semester gets closer, I would recommend checking this site frequently as it changes often. Below are a few examples of the types of positions that may be posted, but these are examples only. Please check the site for specific opportunities.

Classroom Technology Services Technician

Under general supervision deliver and set-up instructional support technology in various locations, and assist faculty and staff in its operation. Perform general maintenance on instruction equipment; maintain equipment pool inventory, assist faculty, staff and students with all media hardware / software applications available in the classrooms. Perform other duties as assigned by supervisor. This position requires 12-20 hours per week, and the starting pay is \$8.50 per hour, going to \$9 after a successful three months training probation. Some evening work required. **Qualifications:** High School Diploma or GED Equivalency is required. Basic computer concepts, including word processing and spreadsheets required. Windows OS Vista, XP, Mac OS, Office Applications, PC platform workstations, LCD Projectors, VCRs, monitors, cameras, television receivers, audio systems etc. Able to enter and retrieve data and prepare reports. Motivated and dependable individual; detail oriented; able to meet customer requests and deadlines. Good oral, written and interpersonal communication skills.

Network Operations Technician, Hourly

Under general supervision, Provide support to the Global Research Network Operations Center (GRNOC) daily shift operations in the areas of networks including the IUPUI campus network, the IU state data and video networks, the Indiana Giga-POP, along with other IU supported national and international high performance research and education networks. Helps ensure operational availability of networks and related systems, high level network monitoring, problem analysis, tracking, resolution, with strong customer service for all network support areas. Assist with diagnosing problems and taking appropriate corrective action. Job entails rotating shift work, including nights and weekends.

Participate in the operation, support and problem resolution of network support services supported by the IU/IUPUI Global Research Network Operations Center.

Help ensure operational availability of networks and related systems.

Participate in network problem analysis, tracking and documenting. Assist with diagnosing problems and taking appropriate corrective action. Provide problem resolution.

Perform network monitoring and assessment. Provide input to the shift supervisor concerning networking problems.

Ascertain specific facts of interrelated problems, thus ensuring cross-functional collaboration and information gathering;

Follow up on customers' problems, requests, and questions with a high degree of customer service for all network support areas.

This position requires 30-36 hours per week, which may include shift work, nights and weekends. Pay is commensurate with experience. **Qualifications:** High School diploma is required. Some college or equivalent work experience in the areas of computer and network operations, customer support, telecommunications or related field is desired. Knowledge of local and wide area networks is a plus. Good oral and written communications skills as well as problem solving and analytical skills. Must be a team player and must type 40-45 WPM.

University Library

<http://www.ulib.iupui.edu/>

The University Library is the main library on campus and they hire students for various part-time positions including such things as Circulation Desk Attendant (checks out books, etc.), Computer Consultant (the library has a number of public use computers), Security Monitor and Shelving Specialist (sorts returned books and re-shelves them appropriately). I don't have any detailed information about these positions; you can access the library's online application form at <http://www.ulib.iupui.edu/pte/>. By completing this application form, you will be applying for any part-time position at the library.

JagJobs

JagJobs provides access to a comprehensive job, internship, and mentor database for IUPUI students, alumni, and staff. The JagJobs web site is coordinated by the IUPUI Career Center.

JagJobs serves as an online resource of postings for on-campus and off-campus student employment, including work-study positions, internships, and full-time positions. JagJobs coordinates the arrangement of on-campus interviews and resume referrals. JagJobs also helps students find mentors. Employers worldwide may access JagJobs to scan resumes posted by IUPUI students and alumni, set up interviews, post job descriptions, and access other recruiting services through the Internet.

The service is free to IUPUI students and alumni. If you are an international student, please note that JagJobs contains postings for both on-campus AND off-campus jobs. If you are studying at IUPUI on a F-1 visa, you are eligible to work on-campus only so please be sure you only apply to on-campus jobs. If you are unsure about whether a job is considered on-campus or not, please contact IUPUI's Office of International Affairs (oia@iupui.edu). To access postings on JagJobs, you will first need to register your account. Please visit the following website for instructions: <https://www.myinterfase.com/iupui-cesjagjobs/student/home.aspx>.

IUPUI Bookstore

<http://www.iupui.bncollege.com>

The main bookstore at IUPUI is located in the new Campus Center building and hires part-time students to work as cashiers, stockers, etc. They do not typically advertise specific part-time position openings, but rather simply accept applications on an ongoing basis and contact candidates when positions are open. They do not offer an online application; a copy of their paper application form can be found at the end of this document.

Other opportunities

There are other opportunities available for part-time jobs on campus, but they require a bit more searching and work to find than those described above. Here are some other suggestions for places to look for opportunities:

- ∞ **Campus food service establishments**—there are numerous restaurants, cafeterias and fast food places run by the University all around campus; a large number of these can be found in the Campus Center. You will need to visit these places in person in order to find out if they have position openings or to obtain an application. The University Place Hotel on campus also hires students to work in the hotel itself, hotel restaurant and hotel food court. If you are an international student on F-1 or J-1, you may work only in the restaurant or food court, NOT the hotel itself. University Place opportunities are sometimes posted on the Careerbuilder.com website or you can contact UP Human Resources at

smith20@iupui.edu.

- ∞ **IU and Riley Hospitals**—both the IU and Riley Hospitals on campus hire students for part-time work. You can sometimes find these positions listed on JagJobs, posted on bulletin boards around campus, or you can contact each hospital directly to find out about openings. If you are an international student studying on F-1 or J-1, you may only work in a hospital position if it is paid by Indiana University; you may not work in a position paid by Clarian Health (who is the hospital's affiliate). If you are unsure of the pay status of a particular position, make sure to ask.
- ∞ **JagTemps**—the university recently started a new pilot program called JagTemps which is a service for both IUPUI departments and students looking for part-time, temporary work. Through the JagTemps service, interested students must first apply and be accepted into the program as a “JagTemp” by the Career Center. Once accepted, JagTemps are eligible to apply to any specifically posted temporary position available on campus (these positions vary widely in nature of the job, duration, hours, etc.) when a department has a need for a temporary employee. You must be willing to accept temporary work and to change positions frequently, as campus needs change. For more information on JagTemps and the process of applying to the program, please contact Lauren DeWell of the Career Center at ldewell@iupui.edu.



Barnes & Noble College Bookstores, Inc.

We Are An Equal Opportunity Employer
Committed To Diversity In The Workplace

APPLICATION FOR EMPLOYMENT

Please complete all requested information. Use ink and print.

GENERAL INFO

NAME: (last) (first) (middle)			DATE: / /
PRESENT ADDRESS: (street) (city) (state) (zip)			COUNTY
PERMANENT ADDRESS: (if different from above)			COUNTY
SOCIAL SECURITY NUMBER	HOME PHONE ()	BUSINESS PHONE ()	Are you 16' or over? <input type="checkbox"/> Yes <input type="checkbox"/> No

PERSONAL INFO

Are you legally authorized to work in the United States? Yes No
(If hired, you will be required to submit proof of your identity and legal work authorization as a condition of employment.)

Have you ever been convicted of a crime? (A conviction will not be an absolute bar to an offer of employment.) Yes No
If Yes, please explain:

Do you have any relatives employed by Barnes & Noble? If yes, state:
Name: _____ Location: _____ Relationship: _____

Have you ever been employed by any operating Company of Barnes & Noble before?
If yes, when? _____ Where? _____

How referred to Barnes & Noble College Bookstores?:
 Employee Name: _____
 Applied on Own Where: _____
 Advertisement Where: _____
 Other: _____
 Agency Name: _____
 Internet _____

PLACEMENT

Position(s) desired or areas of interest: 1. _____ 2. _____ 3. _____	Type of employment desired: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal	Salary or Wage requirements: _____																								
	What date could you start? _____																									
	Would you be willing to relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No																									
What days and hours are you available?																										
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EDUCATION/TRAINING

EDUCATION LEVEL	SCHOOL NAME CITY, STATE	MAJOR/ MINOR	GRADE AVERAGE	DID YOU GRADUATE?	DEGREE RECEIVED
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
ADDITIONAL TRAINING					

EXTRACURRICULAR ACTIVITIES (INCLUDES OFFICES HELD, SCHOLARSHIPS, AWARDS, HONORS, SPORTS, ETC.) EXCLUDE ORGANIZATIONS WHICH INDICATE RACE, RELIGION, SEX, AGE, OR NATIONAL ORIGIN.

BARNES & NOBLE DOES NOT DISCRIMINATE IN HIRING OR TERMS OR CONDITIONS OF EMPLOYMENT ON THE BASIS OF AGE, SEX, RACE, COLOR, CREED, ANCESTRY, RELIGION, DISABILITY, NATIONAL ORIGIN, CITIZENSHIP STATUS, VETERAN STATUS, MILITARY STATUS, SEXUAL ORIENTATION, PREGNANCY, MEDICAL CONDITION OR ANY NON-JOB OR NON-BUSINESS RELATED FACTORS OR ANY OTHER BASIS UPON WHICH DISCRIMINATION IS PROHIBITED BY THE MUNICIPAL, STATE, OR OTHER FEDERAL LAW. NO QUESTION ON THIS APPLICATION IS INTENDED TO SECURE INFORMATION.

LIST ALL EMPLOYERS WITH CURRENT OR MOST RECENT EMPLOYMENT FIRST. GIVE ALL INFORMATION REQUESTED, EVEN IF DUPLICATED ON YOUR RESUME. LEAVE NO TIME UNACCOUNTED FOR, INCLUDE MILITARY SERVICE.

EMPLOYMENT HISTORY

PRESENT/LAST EMPLOYER		DATES EMPLOYED FROM: / / TO: / /
ADDRESS		POSITION TITLE
SUPERVISOR'S NAME	TELEPHONE NUMBER ()	BASE SALARY OR WAGE START: END:
SUMMARY OF DUTIES		DATE OF LAST INCREASE
REASON FOR LEAVING OR SEEKING CHANGE OF POSITION		MAY WE CONTACT PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
EMPLOYER		DATES EMPLOYED FROM: / / TO: / /
ADDRESS		POSITION TITLE
SUPERVISOR'S NAME	TELEPHONE NUMBER ()	BASE SALARY OR WAGE START: END:
SUMMARY OF DUTIES		DATE OF LAST INCREASE
REASON FOR LEAVING		
EMPLOYER		DATES EMPLOYED FROM: / / TO: / /
ADDRESS		POSITION TITLE
SUPERVISOR'S NAME	TELEPHONE NUMBER ()	BASE SALARY OR WAGE START: END:
SUMMARY OF DUTIES		DATE OF LAST INCREASE
REASON FOR LEAVING		

REFERENCES

PROVIDE THREE OCCUPATIONAL REFERENCES. IF LIMITED PREVIOUS EMPLOYMENT, LIST THREE PERSONS, NOT RELATED, WHO HAVE KNOWN YOU FOR SOME TIME. LIST PERSONAL REFERENCES ONLY IF YOU HAVE NO OCCUPATIONAL REFERENCES.

NAME	TITLE	<input type="checkbox"/> OCCUPATIONAL REFERENCE <input type="checkbox"/> PERSONAL REFERENCE
ADDRESS (STREET, CITY, STATE, ZIP)	PHONE NUMBER ()	YEARS ACQUAINTED
NAME	TITLE	<input type="checkbox"/> OCCUPATIONAL REFERENCE <input type="checkbox"/> PERSONAL REFERENCE
ADDRESS (STREET, CITY, STATE, ZIP)	PHONE NUMBER ()	YEARS ACQUAINTED
NAME	TITLE	<input type="checkbox"/> OCCUPATIONAL REFERENCE <input type="checkbox"/> PERSONAL REFERENCE
ADDRESS (STREET, CITY, STATE, ZIP)	PHONE NUMBER ()	YEARS ACQUAINTED

IN ORDER TO CONDUCT REFERENCE CHECKS, PLEASE LIST OTHER NAMES YOU HAVE WORKED UNDER:

IMPORTANT, READ CAREFULLY BEFORE SIGNING:

The filing of an application with Barnes & Noble is a preliminary step to employment. It does not obligate Barnes & Noble to offer employment, or the applicant to accept employment. An offer of employment, if made, is for employment at will and is not to be construed as a guarantee of continued employment. Barnes & Noble reserves the right to terminate the employment of any employee at any time. Any employee also has the right to terminate his or her employment with Barnes & Noble at any time.

- I authorize investigation of all matters contained in this application which Barnes & Noble may deem relevant to my employment and authorize my previous employers or other persons having information concerning me or my record to report such information to Barnes & Noble, and such persons are hereby released from all liability for issuing such information. Barnes & Noble will keep all such information confidential except where such information is required to be released by law or order of a court or other authority. I understand and agree that I will be subject to immediate dismissal if it is subsequently discovered that the information herein is untrue or that I have failed to disclose a material fact. I understand that if employed by Barnes & Noble, such employment will occur at will and no contract of employment, expressed or implied, is created and that no representative of Barnes & Noble has any authority to enter into any agreement for employment of any specified period of time, or to make any agreement contrary to the foregoing. I understand that if I receive an offer of employment and I accept the position, I will be required to complete additional information necessary for the Company record keeping requirements.
- NOTICE TO APPLICANTS AS REQUIRED BY THE FAIR CREDIT REPORTING ACT**
As part of our employment process, an investigative consumer report, as governed by the Fair Credit Reporting Act or any similar state or local statute, may be requested. However, requests will not be made without your prior written authorization.
- NOTICE TO APPLICANTS IN MASSACHUSETTS**
IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.
- NOTICE TO APPLICANTS IN MARYLAND**
UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

MY SIGNATURE CERTIFIES THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

SIGNED _____ DATE: _____

APPLICANT'S STATEMENT

**CONSUMER REPORT AND INVESTIGATIVE CONSUMER REPORT
DISCLOSURE AND AUTHORIZATION**

I am seeking employment with Barnes & Noble College Bookstores, Inc. ("Barnes & Noble"). In connection with my application for employment Barnes & Noble has notified me that a "consumer report" and/or an "investigative consumer report" may be obtained for "employment purposes" as part of the preemployment background investigation and/or at any time during my employment, pursuant to and in accordance with the Fair Credit Reporting Act (the "FCRA") (terms in quotations and not otherwise defined are defined in the FCRA). I understand that I may request that Barnes & Noble make a complete disclosure of the nature and scope of the investigation, if any, that was requested, and that Barnes & Noble has provided me with a summary of my rights under the FCRA. (Under the FCRA, "employment purposes" means for the purpose of evaluating a consumer for employment, promotion, reassignment or retention as an employee.)

I authorize Barnes & Noble to procure a consumer report and/or an investigative consumer report as part of the preemployment background investigation. If hired, this authorization shall remain in effect and shall serve as an ongoing authorization for Barnes & Noble to procure consumer reports and/or investigative consumer reports at any time during my employment. I expressly acknowledge that such reports will contain information about me, including without limitation, information about my character, general reputation, personal characteristics, or mode of living, that is obtained from personal interviews with my neighbors, friends and associates.

I authorize all entities (such as, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county and federal courts, military services and personnel departments or agencies) and persons (including without limitation, my neighbors, friends, associates or others with whom I am acquainted), who may have knowledge concerning me, my character, general reputation, personal characteristics, or mode of living, to release information they may have about me to Barnes & Noble or to Barnes & Noble's authorized agents, and I release Barnes & Noble and all parties involved from any and all liability for damages arising from requesting, procuring or furnishing the requested information, except with respect to any violation of the FCRA or otherwise prohibited by law.

This authorization, in original or copy form, shall be valid for any current and any future reports or updates that may be requested. I understand that the consumer reports or investigative consumer reports requested by Barnes & Noble will be used only for the permissible purposes outlined in the FCRA and will not be used for any purpose prohibited by any applicable federal or state law.

**I HAVE READ AND I UNDERSTAND ALL OF THE ABOVE, I ACKNOWLEDGE
RECEIPT OF THIS DISCLOSURE, AND I HEREBY GRANT THE
AUTHORIZATION DESCRIBED HEREIN**

Print Name: _____ Sign Name: _____

Date: _____ SS#: _____ Other Names Used: _____