

## REUNION JOBS 2010

# APPLICANT TERMS AND CONDITIONS



Please read all parts of this document. By submitting an application to Reunions 2010, you recognize that you have read and understood this document, and that you agree to its terms. Furthermore, you understand that HireRight will perform a background check on all Children's Program applicants, and that by submitting your application you agree to this background check. HireRight will contact you by email and you must respond to their email immediately in order for them to complete the background check. **If you do not respond to the email from HireRight, then you will not be hired.** You will be contacted by the HAA when your background check is complete. Applicants who worked for the Children's Program in 2008 and/or 2009 have already received background checks and will **not** be contacted by HireRight.

### *Harvard University*

#### *Disclosure Regarding Consumer Report*

In connection with your role as Children's Program worker in **Harvard Alumni Association**, Harvard University may obtain a "consumer report" on you. Consumer reports for these purposes include criminal record and employment eligibility (Social Security number verification). By signing the consent below, you authorize Harvard to procure a consumer report on you.

#### *Consent for Background Checks*

I recognize that my role as a Children's Program worker is conditional upon my successfully passing background screening. I also understand that at its discretion, Harvard may use information obtained through this background screening to determine my eligibility or continued eligibility for enrollment or employment at Harvard. In connection with my role as Children's Program worker, I hereby voluntarily consent to and authorize Harvard, or its authorized representative, to obtain a consumer report, including criminal record and employment eligibility (Social Security number verification). I also authorize any individuals, present or former employers schools and colleges, credit bureaus, criminal investigation bureaus, sex offender registration bureaus, state agencies, and any other entities that may possess information to release all information requested, and I hereby release those sources from liability for doing so.

#### *Payroll*

I understand that if I do not complete the necessary employment and tax forms by **5:30pm on May 10**, my payment may be delayed. I understand that it is *my own responsibility* to complete the necessary government and school paperwork.

#### *Job requirements*

Reunions 2010 begin at **4:00pm Wednesday May 26, 2010** and end at **12:00pm Sunday May 30, 2010**. Employees who miss work for any reason will be subject to termination of employment and housing. The HAA reserves the right to refuse employment to students if they have performed unsatisfactorily for the Harvard Alumni Association in the past.

#### *Safety*

The safety of the children of the 25th reunion is of the utmost importance. You must be with your assigned child(ren) at all times. No smoking around the children.

#### *Alcohol policy*

**No student, regardless of age, is allowed to possess or consume alcohol in the freshman dorms. Any employee who consumes alcohol during working hours will be subject to immediate termination of employment and housing.**

#### *Temporary housing rules*

I understand that Dorm Crew reserves the right to enter occupied temporary housing rooms at any time for inspections or cleaning. I must vacate my room and return my room keys and access card, in their envelope, to the Superintendent's Office of the House in which I stayed, or to the Dorm Crew Office if in a freshman dorm by **3:00pm on Sunday, May 30, 2010**. I will not learn where my temporary housing is until May 16. My temporary housing assignment will be posted on the **front porch of Weld Hall on May 16 at 11:00am**, along with instructions for key pickup; **pickup will occur at noon** the same day. *I must present an ID in person to receive my assigned room keys.*

Common Rooms in the Yard and Houses will not be available for use. I am responsible for the maintenance of good order and reasonable quiet in my assigned room. I must not permit any unauthorized person to reside in my temporary housing. I will be subject to a charge of \$20 on my term bill for room lockouts. I must maintain the condition of my suite and its furnishings and place my trash in containers provided in the trash rooms of that building for that purpose. I must leave my room free of my trash, subject to a term bill charge. I understand that at any point I may be relocated to new temporary housing as maintenance demands. I understand that contract and maintenance workers will be allowed in my room if maintenance is required. I understand that I am not to take, move, or in any other way alter the telephone in my room and that doing so can and will result in a term bill fine.