

How to Apply through a Late or Temporary Application Link

1. You will receive an email from the HR Professional or Talent Acquisition Assistant associated with the position to which you are applying. This email will contact an application such as the one below:

<http://www.jobsatosu.com/postings/00000>

2. Either click on the link provided to you in the email or copy and paste the URL into your web browser. Existing users will be directed straight to the job posting (once new users have created an account, they will then be directed to this page seen below):



Careers at Ohio State



THE OHIO STATE UNIVERSITY

- Home
- Search Jobs
- Bookmarked Jobs
- Your Applications
- Your Documents
- Account Settings
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- Help
- Frequently Asked Questions
- About Columbus Ohio
- About The Ohio State University
- Ohio State Benefits
- Excellence to Eminence



Program Assistant

Below you will find the details for the position including any supplementary documentation and questions you should review before applying to the opening. To apply to the position, please click the **Apply to this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

[Bookmark this Job](#) | [Print Preview](#) | [Apply to this Job](#)

Position Information

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the Next button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking GO button every 60 minutes in order to avoid losing your data.

Position Information

Top Message	Both current Ohio State employees and the general public may apply for this unclassified professional position.
Message to Applicants	
Number of Positions Available	1
University Title	Program Assistant
Working Title	Program Assistant
Department	NA Earthworks



Late & Temporary Link Application Instructions

- 3. Scroll down to view the details of the position. After you have read the information, scroll to the top of the page and click on the 'Apply to this Job' tab (see above).
- 4. Once you have filled in the first page of the application, click on the 'Next' tab. Continue this process for each section of the application until all sections have been completed:



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2012

New application started.

Application for Program Assistant: Personal Information

Save changes Next >> Personal Information Go

Required fields are indicated with an asterisk (*).

Identification

First Name:	<input type="text"/>
	<i>Maximum: 30 characters There is a maximum character limit on this field of 30 characters.</i>
Middle Name:	Marie <input type="text"/>
	<i>Entered 5 out of 30 allowed characters There is a maximum character limit on this field of 30 characters.</i>
Last Name:	<input type="text"/>
	<i>Maximum: 30 characters There is a maximum character limit on this field of 30 characters.</i>



- 5. Once you have filled in all sections of the application, make sure to CERTIFY and SUBMIT. You will receive a confirmation email within 24 hours after submitting the application. If you do not receive this email, please follow-up with the individual who sent you the application link:

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— 2012 —
100 BEST
 ADOPTION-FRIENDLY
WORKPLACES
signature program
DAVE THOMAS
 FOUNDATION FOR ADOPTION.

tobaccofree.osu.edu
 Learn more

Certify and submit your application for Program Assistant

Certify

I certify that all of the information furnished in this employment application and/or additional documents are true and complete to the best of my knowledge. I understand that my stated pre-employment qualifications are subject to verification and I hereby authorize The Ohio State University to confirm or examine any information provided. Furthermore, I authorize any person, firm, entity or organization to supply any information about me concerning any past employment, military status, convictions or other information to The Ohio State University and I further release any such person, firm, entity or organization from any responsibility in disclosing such information, including all liability from damage that may result from furnishing such information to the university. I also authorize each of my former employers, educational institutions, organizations, and references listed herein to give The Ohio State University any and all information concerning my education, previous employment, military status, convictions or other pertinent information they may have regarding me. I further release any such person, firm, or organization from any responsibility in disclosing such information, including all liability that may result from furnishing such information to the university. I authorize the university to obtain information regarding my record with the Bureau of Motor Vehicles if the position for which I am applying involves or requires driving. I understand that providing any false information or omitting any material information on my application materials or in the interview process will be sufficient grounds for rejection of the application, or termination of employment whenever discovered. I understand that any future offer of employment may be conditioned upon the results of examinations, physical or other, as may be necessarily required by the university. The university will pay the reasonable cost of any examination which may be required. The Ohio State University is a drug-free workplace. Individuals offered employment at The Ohio State University may be required to successfully complete a pre-employment physical which includes drug testing as a condition of employment. Individuals who refuse to take or who fail the drug test, after being informed, will be removed from employment consideration. Ohio State is required by federal law to verify the identity and work authorization of all new employees. Accordingly, offers are contingent upon verification of identity and eligibility to be employed in the United States. I understand that, if hired, I may commonly access or come in contact with information considered restricted or protected by university or medical center policy or local, state or federal law. I further understand that mishandling or improper use of restricted information may lead to disciplinary action up to and including termination of employment or legal action.**Please Note** Documents submitted to The Ohio State University for employment opportunities are public record and subject to disclosure under the Ohio Public Records Law.

I certify that I have read and agree with these statements.

Please enter your initials to verify your identity.

or Return to Application