

CORNELL UNIVERSITY

STUDENT EMPLOYEE – APPLICATION

PERSONAL INFORMATION

NAME: _____ Student ID#: _____ NETID: _____

LOCAL ADDRESS: _____ LOCAL PHONE: _____

EMERGENCY CONTACT- Name: _____ Phone: () _____

- Address: _____

___ U.S. CITIZEN OR PERMANENT RESIDENT

___ FOREIGN NATIONAL PLEASE NOTE VISA STATUS: ___FI ___J1 Other _____

COLLEGE: _____ EXPECTED GRADUATION DATE: _____

ARE YOU CURRENTLY:	Registered Full-time and Attending Classes	___Yes	___No
DO YOU HAVE:	Federal Work Study Funding	___Yes	___No
	Tradition or CPRS	___Yes	___No
	OADI Funding	___Yes	___No
	(FSEP) Foreign Student Employment Funding	___Yes	___No

ARE YOU CURRENTLY WORKING? ___No ___Yes Are you working at Cornell? ___ No ___Yes

JOB INFORMATION...please identify the position to which you are applying

Position Title: _____

Department: _____

Contact Person: _____

EXPECTED SCHEDULE OF AVAILABILITY...list all available work hours, including weekends and evenings – if applicable, include limitation of hours allowed to work per week

Monday	_____	Friday	_____
Tuesday	_____		
Wednesday	_____	Saturday	_____
Thursday	_____	Sunday	_____

LIST RELEVANT EXPERIENCE, SKILLS, AND COURSEWORK...or further information that will support your application for the above position. Include relevant courses, specific computer skills, customer service skills, etc.)

OVER →

EMPLOYMENT HISTORY...list most recent, relevant employment first

Employer: _____ Dates Employed: _____
Supervisor's Name: _____ Phone #: _____
Employer's Address: _____
Position Held/Description of Duties: _____

Employer: _____ Dates Employed: _____
Supervisor's Name: _____ Phone #: _____
Employer's Address: _____
Position Held/Description of Duties: _____

Employer: _____ Dates Employed: _____
Supervisor's Name: _____ Phone #: _____
Employer's Address: _____
Position Held/Description of Duties: _____

REFERENCES...list three contacts

1. Contact Name: _____
Relationship: _____ Area Code/Phone #: _____
2. Contact Name: _____
Relationship: _____ Area Code/Phone #: _____
3. Contact Name: _____
Relationship: _____ Area Code/Phone #: _____

READ, COMPLETE, AND SIGN...

Have you ever been referred to the Judicial Administrator for alleged violation(s) of the Campus Code of Conduct? No__ Yes__

If you answered yes, please give dates (including currently pending matters), describe the circumstances, and indicate how the case was resolved.

I hereby authorize the Judicial Administrator and other employment references to release to the department to which I am applying for employment any and all information that, in the Judicial Administrator's opinion, may be relevant to my duties and responsibilities as a student employee. This release remains in effect unless and until revoked in writing, or until my date of graduation from Cornell, whichever occurs first. I certify that the information I have given is true, and understand that misrepresentation or omission of facts called for in this form is cause for termination of employment without notice.

Signature: _____ Date: _____

DEPARTMENT USE ONLY

Job Offer: __ No __ Yes Start date: _____ Wage: _____ # Hours per week: _____
Position: _____ Supervisor: _____
I-9 Employment Eligibility Verification completed: __No __Yes Date: _____