

CORNELL UNIVERSITY

STUDENT EMPLOYEE APPLICATION

PERSONAL INFORMATION

NAME: \_\_\_\_\_ CUID #: \_\_\_\_\_ 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
FWS Eligible: \_\_Yes \_\_No
Tradition Fellow: \_\_Yes \_\_No
COSEP \_\_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

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:** \_\_\_\_\_

<b>DEPARTMENT USE ONLY</b>		
Job Offer: <input type="checkbox"/> No <input type="checkbox"/> Yes	Start date: _____	Wage: _____
Position: _____	Supervisor: _____	
I-9 Employment Eligibility Verification completed: <input type="checkbox"/> No <input type="checkbox"/> Yes Date: _____		