



Student Employment Application

Student Employment at the University of Rochester
Career Center • Meliora Hall • Third Floor • RC Box 270028 • phone 275-2366 • fax 461-3093
www.rochester.edu/careercenter/seo

Requirements for Employment at the University of Rochester:

- You **must** be a **registered, full-time, matriculated student** at the University of Rochester
- An I-9 form **must** be completed before you begin work
- W-4 will also need to be completed and on file in the Payroll (PERC) Office (available at Student Employment)
- During the academic year, students may be regularly scheduled to work a **maximum** of 20 hours per week between **all** campus jobs

UR ID: _____ Name: _____

Year of Grad: _____ Degree Expected: _____ Major: _____ Minor: _____

Undergrad. Grad. Med. Student Are you at least 18 years of age? Yes No VISA Status _____

Campus Address: _____ Campus Phone: _____

City, State, Zip: _____ Home Phone: _____

Home Address: _____ Alternate Phone: _____

City, State, Zip: _____ E-mail: _____

Have you previously been employed by the University? Yes No *If so, in what department(s)? Give a brief description of responsibilities and reason for leaving.* _____

WORK EXPERIENCE

<u>Employer</u>	<u>Dates</u>	<u>Job Responsibilities/Reason for Leaving</u>
_____	_____	_____
_____	_____	_____

Do you have another campus job? Yes No *If yes, how many hours a week do you work?* _____

Position you are applying for: _____ Job #: _____

How did you hear about this job? _____

Have you been awarded Federal Work Study (FWS) for this academic year? Yes No

Amount Awarded \$ _____

Semesters desired for employment? Fall Winter Break Spring * Summer

** To work during the summer employment period, you must be registered full-time for summer courses or full-time for the upcoming fall semester. Students may work up to 40 hours per week during breaks and summer employment periods between **all** on-campus jobs.*

Date Available? _____ How many hours are you looking to work per week? _____

Please fill out the following chart to indicate when you would be able to work:

Mon	Tues	Wed	Thurs	Fri	Sat	Sun

Are you available to work rotating shifts? Yes No

Date: _____ Applicant's Signature: _____



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Office Assistant

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SKILLS AND QUALIFICATIONS *(please fill out to the best of your knowledge and experience, all that apply):*

- | | |
|---|---|
| <input type="checkbox"/> Accounting, Bookeeping, Billing, Ordering Supplies | <input type="checkbox"/> Make Appointments/Schedule Meetings |
| <input type="checkbox"/> Cultural Sensitivity | <input type="checkbox"/> Notetaker |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Data Entry: Type Correspondence, Data Retrieval | <input type="checkbox"/> Photocopy |
| <input type="checkbox"/> Flexibility | <input type="checkbox"/> Presentations |
| <input type="checkbox"/> Filing, Faxing, Creating Files | <input type="checkbox"/> Supervision/Instruction of Student Staff |
| <input type="checkbox"/> Library Book Reshelving and Other Materials | <input type="checkbox"/> Telephones: Screen and Refer |
| <input type="checkbox"/> Listening Skills | <input type="checkbox"/> Travel Arrangements |
| <input type="checkbox"/> Mail Sorting | <input type="checkbox"/> Verbal Communication Skills |
| <input type="checkbox"/> Maintain Composure in Stress Situations | <input type="checkbox"/> Work in "Team" Setting |
| | <input type="checkbox"/> Other: _____ |

COMPUTER KNOWLEDGE: Mac And/Or PC

- | | |
|--|---|
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Computer Graphics |
| <input type="checkbox"/> Database Searching | <input type="checkbox"/> Web Browser (Explorer, Netscape) |
| <input type="checkbox"/> E-mail/On-line Services | <input type="checkbox"/> Other: _____ |

SOFTWARE APPLICATIONS

- | | |
|---|---|
| <input type="checkbox"/> Word | <input type="checkbox"/> Excel |
| <input type="checkbox"/> Outlook, Netscape Calendar, Global | <input type="checkbox"/> PowerPoint |
| <input type="checkbox"/> FileMaker, Access | <input type="checkbox"/> PageMaker, Quark |
| <input type="checkbox"/> Photoshop | <input type="checkbox"/> Other: _____ |

Special Licenses/Certifications:

List any languages that you can read or write:

Tell us about any other experience or special skills you may have.

Why are you interested in employment in our department?