



Cornell University

Submit to:
107 Robert Purcell, Ithaca NY 14853
Email: scl-student-srv@cornell.edu
Questions? Call 607 255-7587

Conference and Event Services

Student Employment Application

Applicant Information

Form with fields for Name (Last, First, Middle), Cornell Student ID No., Net ID, Present Address (Street, City, State, Zip), Birth date, Telephone (Day, Eve), E-mail Address, Cornell Student Status (Freshman, Sophomore, Junior, Senior, Graduate, Other), and questions about citizenship, work history, and criminal convictions.

Position(s)

Form with instructions to check all positions for which you want to apply, including Service Center Assistant, Summer Operations Associates, and On-Site Event Coordinator. Includes a section for Dates of Availability and a large text area for describing a multi-tasking situation.

Employment History

Form with instructions to list present or most recent employment first. Includes a table with columns for Employer, Position, Start Date, End Date, Address (Street, City, State, Zip), Hours per week, Describe Duties/Responsibilities, Reason for Leaving, Supervisor's Name, Telephone, and May we contact this employer? (Yes/No).

Employer	Position	Start Date	End Date
Address (Street)	(City)	(State)	(Zip)
Describe Duties/Responsibilities			Reason for Leaving
Supervisor's Name	Telephone	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	Position	Start Date	End Date
Address (Street)	(City)	(State)	(Zip)
Describe Duties/Responsibilities			Reason for Leaving
Supervisor's Name	Telephone	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Education & Training

Current Cornell College/School	Degree and Major	Anticipated Date of Graduation
College, University, or Technical School	Degree and Major	Dates of Attendance

Academic honors, awards, scholarships, professional organizations, licenses, foreign languages, extracurricular and volunteer activities, computer, and other skills and training you consider relevant to employment at Cornell.

References

List two persons other than friends or relatives who have knowledge of your work experience or education.

Name	Company Name & Title	Telephone (Day)
Name	Company Name & Title	Telephone (Day)

Authorization

I hereby authorize thorough investigation of my prior employment, educational background, and criminal record. I agree to cooperate in such an investigation, to execute any consent forms required in connection with those investigations, and release from all liability and responsibility all persons or entities requesting or supplying such information.

I certify that such statements made on this application and any attachments including a résumé provided by me are full, complete, and true statements of the facts. I understand that misrepresentation or omission of information is cause for refusal of employment or termination in cases where discovery is after employment has begun. I understand that employment is contingent upon furnishing evidence of identity and employment eligibility.

Signature: _____ Date: _____

NO PERSON SHALL BE DENIED EMPLOYMENT ON THE BASIS OF RACE, COLOR, ETHNICITY, NATIONAL ORIGIN, SEX/GENDER, SEXUAL ORIENTATION, RELIGION, CREED, NOR DISABILITY (INCLUDING HIV STATUS, AGE, VETERAN STATUS, MARITAL STATUS OR EX-OFFENDER STATUS).