

# THE CORNELL STORE APPLICATION FOR STUDENT EMPLOYMENT

FOR SEMESTER: ("X" ONE) SPRING \_\_\_\_ SUMMER \_\_\_\_ FALL \_\_\_\_ RETURNING \_\_\_\_

Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

Local Phone: \_\_\_\_\_ Best Time to Call: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

College: \_\_\_\_\_ Major: \_\_\_\_\_

Class ("X" one): FRESH \_\_\_\_ SOPH \_\_\_\_ JR \_\_\_\_ SR \_\_\_\_ GRAD \_\_\_\_

Expected Graduation Date: \_\_\_\_\_

If hired, can you provide proof of citizenship or legal right to work? YES \_\_\_\_ NO \_\_\_\_

Please check with "X" if you are eligible for:

\_\_\_\_ Federal Work Study - if 'YES', the amount: \_\_\_\_\_

\_\_\_\_ Cornell Tradition

\_\_\_\_ COSEP

Do you currently hold another campus job? ("X" one) YES \_\_\_\_ NO \_\_\_\_

If yes, do you plan to keep it if you are hired? ("X" one): YES \_\_\_\_ NO \_\_\_\_

How many hours do you want to work per week? \_\_\_\_\_

(A minimum of 10 hours per week and 2 Saturdays per month are required -- No exceptions.)

Please list the hours that you are available to work.

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

-please complete other side-

**EMPLOYMENT RECORD** (list most recent employer first)

•Employer Name: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Employer Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Duties/Responsibilities: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

•Employer Name: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Employer Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Duties/Responsibilities: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Do you have any friends or relatives working at The Cornell Store? \_\_\_\_\_

Is so, which department do they work in? \_\_\_\_\_

**General Comments** - Please list any related coursework, special skills, or other information pertaining to the position for which you are applying. (I.E. Cashier experience.)

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of any criminal offenses other than minor traffic violations? \_\_\_\_\_

If so, please explain. A criminal conviction will be considered only in relation to the job for which you are applying. Seriousness and nature of the offense, time elapsed, and rehabilitation will be taken into account.

\_\_\_\_\_

"I authorize the investigation of all statements contained in this application and give permission to the department to which I am applying for employment to inquire into my previous work record from past employers. I certify that the information I have given is true, and understand that misrepresentation or omission of facts called for in this application is cause for termination of employment without notice."

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form to:

**The Cornell Store, 135 Ho Plaza, Ithaca, NY 14853. Email:** store@cornell.edu. **Web:** store.cornell.edu  
Fully owned & operated by Cornell University; store revenue supports university operations, facilities & programming.