



OFFICE OF STUDENT EMPLOYMENT
1600 Burrstone Road
Utica, NY 13502

Last Name

APPLICATION FOR SUMMER EMPLOYMENT

Utica College is an equal opportunity, affirmative action employer, and considers applicants for all positions without regard to race, age, color, religion, gender, national origin, marital status, sexual orientation, or disability.

PERSONAL INFORMATION

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

Full Name: \_\_\_\_\_
Last First Middle

Address: \_\_\_\_\_
Street City State Zip Code

Phone Number: \_\_\_\_\_ Referred to Utica College by: \_\_\_\_\_
(Newspaper, friend, relative, agency)

Are you under 18 years of age? [ ] Yes [ ] No

Are you under 16 years of age? [ ] Yes [ ] No

Check all of the following, which apply:

- [ ] UC matriculated student enrolled in Summer Classes
[ ] UC student matriculated but not enrolled in Summer Classes
[ ] Child of current employee
[ ] Other (please specify)

EMPLOYMENT DESIRED

[ ] Full-time Summer [ ] Part-time Summer

Position: \_\_\_\_\_ Minimum hourly rate accepted: \_\_\_\_\_

Has Utica College ever employed you? \_\_\_\_\_ If yes, give dates, position and department \_\_\_\_\_

BANNER # \_\_\_\_\_

AVAILABILITY

Are you taking classes here this summer? [ ] Yes [ ] No How many credit hours are you taking? \_\_\_\_\_

Which days of the week are you available? \_\_\_\_\_

What hours are you available? \_\_\_\_\_

What date will you be able to start work? \_\_\_\_\_ Is there any area to which you would like your name forwarded?

Until what date will you be available to work? \_\_\_\_\_ If yes, which one(s) \_\_\_\_\_

EDUCATION (give name and address of schools attended.)

Circle the highest grade completed:
1 2 3 4 5 6 7 8 9 10 11 12 GED

College:
1 2 3 4 5 6 7 8

Table with 3 columns: Degree or License Received, Degree or License Received, Major or Specialization. Rows include High School and College/University.

**SKILLS** (as appropriate)

Typing (WPM): \_\_\_\_\_

Word-processing Programs (name): \_\_\_\_\_

Spreadsheet Software (name) \_\_\_\_\_

Other Office Skills \_\_\_\_\_

Are you certified in CPR?  Yes  No

Do you have Red Cross Lifesaving Certificate?  Yes  No

**EMPLOYMENT HISTORY** (List your present or most recent employment first. Please include volunteer experience also.)

|                                  |                   |   |
|----------------------------------|-------------------|---|
| <b>From (Mo-Yr)</b>              | <b>To (Mo-Yr)</b> | <b>Job Title or Occupation</b>  |
| <b>Employer Name and Address</b> |                   | <b>Phone Number</b>   |
|                                  |                   | <b>May we contact Employer?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Description of Duties</b>     |                   | <b>Rate of Pay</b>  |
| <b>Supervisor's Name</b>         |                   | <b>Reason for Leaving</b>   |

|                                  |                   |   |
|----------------------------------|-------------------|---|
| <b>From (Mo-Yr)</b>              | <b>To (Mo-Yr)</b> | <b>Job Title or Occupation</b>  |
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| <b>Description of Duties</b>     |                   | <b>Rate of Pay</b>  |
| <b>Supervisor's Name</b>         |                   | <b>Reason for Leaving</b>   |

|   |   |
|---|---|
| <p><b>A. Are you legally eligible to work in the U.S.?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____</p> <p>(Proof of eligibility to work will be required upon employment)</p> <p><b>B. Please note additional information you feel is appropriate</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p><b>C. Within the past five years, have you been convicted of or completed incarceration for conviction of a misdemeanor (except a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain _____</p> <p><b>D. Have you ever been convicted of a felony?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No, If yes, please explain</p> <p>_____</p> |
|---|---|

I hereby certify that all information provided herein is true, correct, and complete. If employed, I understand that any falsification or omission of fact on this application may result in my dismissal. I understand that acceptance of this application does not constitute a contract. If hired, employment is at will and can be terminated at any time with or without cause, and without prior notice.

Utica College is a drug-free workplace, and prohibits the use of illegal drugs in the workplace.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_