

Employment Application

Date _____

First Name _____ Last Name _____

Permanent Address _____
(include street address, city, state and zip code)

Permanent Phone _____ Non-School E-mail _____

Social Security # _____ Referral? _____

Local Address _____
(include street address, city, state and zip code)

Local Phone _____ School Email Address _____

University and College _____ Major _____

Expected Date of Graduation _____ Work-Study Eligible? YES NO

Cornell Tradition Member? YES NO

What part(s) of our team are you interested in joining? Telephone Interviewer Data Entry

Please list the last 2 jobs that you have had:

Employment Date: _____ Wage: _____

Company / Organization: _____ Address: _____

Supervisor Name: _____ Telephone: _____

Reason for leaving: _____ May we contact this person? YES NO

Employment Date: _____ Wage: _____

Company / Organization: _____ Address: _____

Supervisor Name: _____ Telephone: _____

Reason for leaving: _____ May we contact this person? YES NO

****please see reverse****

For Internal Use Only

Date Received _____ Date Reviewed _____ Date of Interview _____

Date of Hire _____ Initials _____ Date of Initial Training _____

Notes:

Please list 2 references:

Name: _____ E-mail: _____

Address: _____

Telephone: _____ Relationship: _____

Name: _____ E-mail: _____

Address: _____

Telephone: _____ Relationship: _____

Please rate your knowledge of the following on a scale of 1 to 5, where 1 is little or no experience and 5 is mastery.

Item	Rating	Notes/Comment
1. MS Excel		
2. MS Access		
3. MS Word		
4. MS PowerPoint		
5. Adobe Photoshop		
6. Lexis-Nexus		
7. Eudora		
8. Foreign Language (written)		specify:
9. Foreign Language (oral)		specify:
10. Statistics Software		specify:
11. Telephone experience		
12. Customer Service		
13 Other		specify:

Additional notes:

Availability

Date Available to Start _____ Total Number of Desired Hours _____

Please mark your overall shift availability below. List ALL available shifts, note any desired shifts.
(Below are the typical hours of operation, which may vary as needed)

Time	M	T	W	TH	F	SAT	SUN
9am-10am							
10am-11am							
11am-12pm							
12pm-1pm							
1pm-2pm							
2pm-3pm							
3pm-4pm							
4pm-5pm							
5pm-6pm							
6pm-7pm							
7pm-8pm							
8pm-9pm							

Special Availability Notes:

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