



**Requirements for Employment at the University of Rochester:**

You must be a **registered full-time** student at the University of Rochester

- An **I-9 form** must be completed **before you begin work**
- W-4 will need to be completed and on file in the Payroll Office (available online on PeopleSoft self-service)
- During the academic year, students can **ONLY** work a **maximum** of 20 hours per week between **all** campus jobs

**Date:** \_\_\_\_\_ **UR ID:** \_\_\_\_\_ **Name:** \_\_\_\_\_

Year of Grad: \_\_\_\_\_ Degree Expected: \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Undergraduate     Graduate     Medical Student    E-mail: -

Are you at least 18 years of age?  Yes  No    VISA Status: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Campus Phone: \_\_\_\_\_ Alternate/Cell Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ : Zip: \_\_\_\_\_

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**

Employer: \_\_\_\_\_ Dates: \_\_\_\_\_ Responsibilities/Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates: \_\_\_\_\_ Responsibilities/Reason for Leaving: \_\_\_\_\_

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

Position you are applying for: Job #: \_\_\_\_\_

Have you been awarded Federal Work Study (FWS)?  Yes, awarded amount \$ \_\_\_\_\_  No

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 available to work per week? \_\_\_\_\_

After completing the application, SAVE to your desktop, email as an attachment to employers listed on the Job Board at enrollment.rochester.edu/seo, select Job Board



**Student Employment at the Financial Aid Office**  
PO Box 270261 • Wallis Hall G33 • Rochester, NY 14627  
Phone: 585-275-2138 • Fax: 585-276-2843  
Email: [SEO@Rochester.edu](mailto:SEO@Rochester.edu)

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Are you available to work rotating shifts?  Yes  No

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

Mon: \_\_\_\_\_ Tues: \_\_\_\_\_ Wed: \_\_\_\_\_ Thurs: \_\_\_\_\_ Fri: \_\_\_\_\_ Sat: \_\_\_\_\_ Sun: \_\_\_\_\_

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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, Bookkeeping, Billing, Ordering Supplies	<input type="checkbox"/> Make Appointments/Schedule Meetings
<input type="checkbox"/> Filing, Faxing, Creating Files	<input type="checkbox"/> Animal Handling
<input type="checkbox"/> Library Book Re-shelving and Other Materials	<input type="checkbox"/> Customer Service
<input type="checkbox"/> Experience Working with Children	<input type="checkbox"/> Patient Care
<input type="checkbox"/> Publications: Create Artwork, Edit	<input type="checkbox"/> Perform/Record Lab Tests and Analyze
<input type="checkbox"/> Research, Analyze Data	<input type="checkbox"/> Laboratory
<input type="checkbox"/> Supervision/Instruction of Student Staff	<input type="checkbox"/> Tutor
<input type="checkbox"/> Telephones: Screen and Refer	<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/PRODUCTS**

<input type="checkbox"/> Adobe Illustrator	<input type="checkbox"/> Fetch	<input type="checkbox"/> Telnet/SSH
<input type="checkbox"/> Adobe InDesign	<input type="checkbox"/> HTML	<input type="checkbox"/> PowerPoint
<input type="checkbox"/> Adobe Pagemaker	<input type="checkbox"/> iMovie	<input type="checkbox"/> PHP
<input type="checkbox"/> Director	<input type="checkbox"/> JAVA	<input type="checkbox"/> Pine Email Software
<input type="checkbox"/> Dreamweaver	<input type="checkbox"/> Minitab	<input type="checkbox"/> Word
<input type="checkbox"/> Excel	<input type="checkbox"/> MySQL	<input type="checkbox"/> UNIX
<input type="checkbox"/> FileMaker, Access	<input type="checkbox"/> Outlook, Netscape Calendar, Global	
<input type="checkbox"/> Flash Photoshop	<input type="checkbox"/> Perl	<input type="checkbox"/> WS_FTP
	<input type="checkbox"/> Photoshop	<input type="checkbox"/> Other: _____

Valid Drivers License yes  no

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Special Licenses/Certifications - Including CPR, Lifeguard:

List any languages that you can read or write:

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