



Financial Aid Office * 197 Franklin Street * Auburn, NY 13021
Phone: 315-255-1743 ext. 2470 * Fax: 315-252-2185

APPLICATION FOR STUDENT EMPLOYMENT

REQUIREMENTS:

- File the Free Application for Federal Student Aid (FAFSA)
- Complete federal verification requirements if needed
- Be matriculated, in good academic standing and maintaining satisfactory progress toward a degree
- Be enrolled at Cayuga Community College
- Not be in default on any student loan or owe repayment on a federal grant
- Not possess a BA degree

***NOTE: INTERNATIONAL STUDENTS ARE NOT ELIGIBLE TO PARTICIPATE IN OUR
FWS STUDENT EMPLOYMENT PROGRAM***

(PLEASE PRINT IN INK)

NAME: _____ C#: _____

LOCAL ADDRESS: _____
(Street) (City) (State) (Zip)

PHONE: _____ EMAIL: _____

PERIOD REQUESTING EMPLOYMENT - ☐ FALL ☐ SPRING ☐ SUMMER

COLLEGE MAJOR: _____

PREVIOUS WORK EXPERIENCE: _____

*I UNDERSTAND THAT I AM NOT EMPLOYED YET AND THAT I CANNOT BEGIN WORKING UNTIL AN OFFICIAL
AUTHORIZATION, I-9 VERIFICATION WITH ID'S AND W-4 ARE SIGNED AND RECEIVED BY HUMAN RESOURCES*

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY: FWS _____ CWS _____

ACADEMIC YEAR: _____

CAMPUS: ☐ AUBURN ☐ FULTON

PLEASE COMPLETE THE SECTION ON THE BACK OF THIS FORM

NAME: _____ C#: _____

PLEASE COMPLETE EACH SECTION BELOW

WHICH CAMPUS ARE YOU APPLYING TO WORK AT? ☐ AUBURN ☐ FULTON

SKILLS:

_____ OFFICE (TYPING, ANSWERING PHONES, PHOTOCOPYING, FILING ETC.)
_____ CUSTOMER SERVICE
_____ TECHNICAL
_____ COMPUTERS
_____ MECHANICAL

LIST OTHER SPECIFIC SKILLS: _____

JOB INTEREST:

_____ OFFICE	_____ SCIENCE LAB	_____ TUTOR/NOTE TAKER
_____ ATHLETICS	_____ CRIMINAL JUSTICE	_____ BUILDINGS/GROUNDS
_____ COMPUTER LAB	_____ MUSIC	_____ LIBRARY
_____ ART LAB	_____ PRESCHOOL	_____ WELLNESS CENTER
_____ TELECOM	_____ ENGLISH/COLLEGIAN	

CAN YOU WORK EVENINGS? ☐ YES ☐ NO

WHAT DAYS AND TIMES ARE YOU AVAILABLE TO WORK?

MONDAY: _____

TUESDAY: _____

WEDNESDAY: _____

THURSDAY: _____

FRIDAY: _____

WEEKENDS: _____