

# Dutchess Community College Employment Application for Student Employees

*Note: Applicants who require any physical or other assistance in completing this application may contact Career Services at 845-431-8047. For additional information contact: Office of Human Resources., 53 Pendell Rd., Poughkeepsie, NY 12601 Tel: 845-431-8000*

**Please Submit Application Directly to HRStudentEmployment@sunydutchess.edu**

Position Applying For \_\_\_\_\_ Department \_\_\_\_\_

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

Local Address: \_\_\_\_\_  
Street/P.O. Box City State Zip

E-Mail Address: \_\_\_\_\_ Local Phone: \_\_\_\_\_

Anticipated Date of Graduation/Transfer: \_\_\_\_\_ Major: \_\_\_\_\_

- Do you have another job on campus?  No  Yes Department: \_\_\_\_\_
- Do you have Federal work-study award for this year?  No  Yes
- Are you over the age of 18?  No  Yes
- Are you authorized to work in the United States (IRCA of 1986)?  No  Yes

**Note:** DCC is required to verify your eligibility to work in the United States by completing the USCIS form I-9. If offered employment, you will be expected to provide this information, as required by law, prior to beginning work.

**Hours of Availability** Students may work a maximum of 17 hours per week when classes are in session and no student is to work during any of his or her scheduled classes.

How many hours a week do you want to work? \_\_\_\_\_ When can you start? \_\_\_\_\_

Term(s) available to work:  Fall  Winter  Spring  Summer

I am willing to work:  Mornings  Days  Evenings  Nights  Weekends  Holidays  Breaks

### Job-Related Skills and Abilities

List skills and abilities pertinent to the position and describe your level of expertise/proficiency.

Skills/Abilities	Expertise/Proficiency Level (e.g., typing speed)

**Employment History** List your work experience with current or most recent job. You may include full-time, part-time, internships, volunteer jobs and any military service.

Employer: _____	Position: _____
Address: _____	Phone: _____
Employment Dates – From _____ To _____	Supervisor: _____
Major duties: (Be Specific): _____	

**Professional References:** Please provide at least one reference.

I authorize you to contact my former/current employers and/or references  No  Yes

Name	Phone	Occupation/Title	Relationship

**Please read carefully before signing – Incomplete or unsigned applications will not be accepted.**

**NOTICE** Any false, fraudulent, or misleading oral or written statement contained in this application and attached materials or made in the course of any related employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment, dismissal from university service if discovered after employment, and/or prosecution for a crime.

**I certify and affirm that I have read and understand the above notice. I further certify that I personally completed this application and attached materials or requested its completion and that all statements contained herein are true and complete to the best of my knowledge.**

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