



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 at www.rochester.edu/people, self-service)
- During the academic year, students who are U.S. citizens can work a maximum of 40 hours per week between **all** campus jobs. Students who are not U.S. citizens can ONLY work a maximum of 20 hours per week between **all** campus jobs during the academic year.

Directions

Please attach an **updated resume and class schedule** to this application. After completion, attach and email to the EDRA Supervisor, Joseph Glick, at Joseph_Glick@URMC.rochester.edu. You may also reach Joseph by phone at (585) 275-1173 with any questions.

Application Due Before: Wednesday, 04/18/2018 @ 11:59pm EST

Paper applications will be reviewed, and interview invitations will be offered to the most competitive applicants.

Basic Information

Applicant Name: _____ Date of application submission: ____ / ____ / ____

Student ID number: _____ GPA _____ Expected Major and Minors: _____

Expected Year of graduation: _____ Undergraduate?: Yes ☐ No ☐ Birth date: _____

Gender: Male ☐ Female ☐

Campus Address: _____

Home Address: _____

Cell phone number: _____ Email: _____

Federal Work Study Granted*? Yes ☐ No ☐ If yes, awarded amount? _____

Experience

Are you currently employed by the University? Yes ☐ No ☐

If yes, in what department? _____ How many hours a week do you work? _____



Briefly describe any experience you have. Include positions that involve patient contact, research, laboratory work, etc. Make sure to clearly describe your responsibilities in each position as well as your dates of employment and reason for leaving. (If necessary, attach no more than one additional, double-spaced page)

*Federal Work Study (FWS) is preferred, but not required for the position.

Availability

How many hours are you available to work per week during the school year? Minimum _____ Maximum _____

Are you available to work weekends? Yes ☐ No ☐

Which semesters are you looking to be employed? ☐ Summer ☐ Fall ☐ Winter Break ☐ Spring

What date would you be available to start work? ____ / ____ / ____

Do you have a means of transportation (i.e. car)? *(Preferred, but not required for position)* Yes ☐ No ☐

Activities

What other activities (clubs, organizations, sports) are you involved with on campus?

Please indicate how many hours each of these commitments is per week.

Club/Organization/Sport	Average hours per week
• _____	_____
• _____	_____
• _____	_____
• _____	_____

Future Goals/Expectations (Please limit your responses to 1000 characters)

What are your plans after graduation?

What do you expect to gain from this position?



What challenges do you think you will have to overcome to be successful in this position?

References

1. Name _____ Position _____ Phone number _____

Email address _____

2. Name _____ Position _____ Phone number _____

Email address _____