



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? _____



Job Application Summer 2018

Emergency Department Research Associate Program

265 Crittenden Blvd • Box 655C • Rochester, NY 14642

Phone: (585) 275-1173 • Fax: (585) 276-1123

Email: Joseph_Glick@urmc.rochester.edu

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?



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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 _____