Dear Student,

Please complete the application below and return it immediately to the Student Employment Office, Thebaud Hall 1st FL, Fordham University, Bronx, N.Y. 10458. If you are a first time grant recipient or if you do not want to return to your prior position, contact the Student Employment Office at the Rose Hill campus after you return the form to arrange for a placement interview. Placement interviews for the Academic Year will begin Monday, July 17, 2017.

If you are returning to a prior position, please complete and send the application to the Student Employment Office and report to your department’s supervisor as soon as you arrive on campus to complete all required reinstatement paperwork before you start working.

The Student Employment Office telephone number is (718) 817-3820. Office hours are 9 a.m. to 5 p.m., Monday through Friday excluding six Fridays in July to mid-August when the University will be closed. If you are unable to schedule an interview during the summer, please call the Student Employment Office for alternate arrangements. We are unable to accommodate walk-in interviews.

If you have not arranged for an interview or completed your reinstatement paperwork by August 30, 2017, your work grant will be rescinded. If there are any mitigating circumstances, please call our office.

Work grants will extend from August 30, 2017 to May 19, 2018. This grant is earned by working and is paid directly to the student on a monthly basis. It is not credited toward tuition.

Thank you,
Student Employment Office

**JOB CATEGORIES**

**CLERICAL:** Typing, filing, copying, answering phones, some computer knowledge helpful, e.g. word processing, data entry, etc.

**COMMUNITY SERVICE:** Opportunities in various local shelters, health services, public recreational development, neighborhood improvements, tutoring and support services to the disabled and elderly.

**COMPUTER ASST:** Assist users with various software applications, printing, troubleshooting, and documentation.

**COMPUTER TECHNICAL ASST:** Assembly and installation of PCs for users. Troubleshooting of computer devices on campus.

**DESK ASST:** Duties include but are not limited to maintaining sign-in/sign-out sheets and enforcing University visitation/guest policies at the entrance of Rose Hill Residence Halls from 5:00pm-10:15pm. Weekends may be required.

**LANGUAGE LAB:** Duplicating audio, video and DVD material, updating computers, clerical work and light maintenance of Language Lab. Will be trained to run all equipment.

**LIBRARY AIDE:** Shelves books, provides coverage in reference, circulation and reserve areas. Some weekend and evening shifts may be required.

**LIFEGUARD:** Requires Training/First Aid/CPR cards. Works at Rose Hill Lombardi Center pool. Must be available some evenings and weekends.

**LITERACY/MATH TUTORS:** Tutor students from grades Pre-K thru 6th. All tutoring will be performed in classrooms or other approved areas. Tutors will be trained in tutoring techniques. **ALL TUTORING PLACEMENTS ARE OFF-CAMPUS.**

**LOMBARDI CENTER:** Intramural Asst., Clerical, Event Staff, at the Rose Hill Campus. Must be available evenings and weekends.

**MEDIA AIDE:** Set up and operate Audio/Visual equipment. Deliver equipment to all parts of campus. Some clerical work. Driver’s license required for RH.

**SECURITY:** Provides desk coverage and meal relief for guards (8-hour shifts). Some weekend and evening shifts may be required. **If you have an early morning class, you cannot be considered for an evening shift the night preceding your class.**

**SPORTS RELATED:** Trainers, Team Managers, Equipment Room Assistants, and Clerical positions in the Athletic Department at Rose Hill. All positions except Clerical require weekend and evenings.

**THEATRE & VISUAL ARTS:** At LC Scene Shop, Prop Asst., Costume, Photography Darkroom Asst., Media Lab Asst.

**VAN DRIVER:** Drives RamVan between various campuses and properties. Requires valid driver’s license, written DMV test, road test, and physical exam. Must not have more than 1 violation and/or 1 accident. Must be adept at dealing with city traffic. **Some weekend and evening shifts may be required.**
A. BASIC INFORMATION

Date _________________________

1. Name: ______________________________________________________   FIDN ________________________

2. Local Address:        __________________________________________      Tel:(_____)____________________
          Street      APT. #
          City                     State               Zip

3. Permanent Address:  __________________________________________    Tel:(_____)__________________
          Street      APT. #
          City                     State               Zip

4. In which School of Fordham University are you enrolled?  FCRH _____ GSBRH_____ FCLC _____
          GSBLC_____FSPCS _____ Grad. Program ___ Full-Time ___ Part-Time ___ ;  Day _____ Eve ______

5. Year of Graduation _________;  Major ________________;  Commuter _____  Resident _____

B. EMPLOYMENT INFORMATION

1. Have you previously been assigned to a position through the Office of Student Employment?___________   If yes,
          Name of Department _____________________________Would you like to return there?  Yes_____ No ______
          Campus Preferred: ROSE HILL___________ LINCOLN CENTER__________

2. Have you participated in community service activities? Yes ____ No ____ If yes, duration of time __________

If you are a continuing student and wish to return to the same Department
STOP HERE and RETURN this form to the Student Employment Office

3. Previous work experience (voluntary/paid work):

Employer    Position              Duration
_________________________________ ___________________________ _________________________
_________________________________ ___________________________ _________________________

4. Skills:  Typing____ Office Skills ____ Media Equipment ____ Accounting ____ Lifeguard ____Tutoring_____
          Driver’s License___ Basic Computer-Related Skills ________________________________________________
          (Specify:  Word, Excel, etc.)

C. TYPE OF JOB YOU PREFER

Please see list of job categories above and indicate your choices in order of preference:

1. _______________________

2. _______________________

3. _______________________

4. _______________________

1. Are there any limitations on your availability to work (e.g. time, varsity sports, other)?  If so, how will this
   affect your work schedule? ___________________________________________________________________

FOR OFFICE USE ONLY:

Date:____________ FAFSA:  Yes_____ No______                                       FWS ____________  UWS __________
          D/I :____ UN:___________ AS:_______ CR:_____                                       ORIG___________ ALT___________