

Student Employment Application

Auxiliary Services is a not-for-profit corporation located on the SUNY Oswego campus. Our mission is to provide quality ancillary services to the SUNY Oswego college community. We are a progressive, student-oriented operation with approximately 750 student employees. Student employment with Auxiliary Services is an excellent opportunity to gain valuable work experience prior to graduation, to develop life-long relationships with some of the nicest people on campus, and to earn money.

Who qualifies for student employment?

Any student who maintains full-time status, (12) credit hours undergraduate, (9) credit hours graduate, is eligible for employment with Auxiliary Services.

How do I apply?

You apply directly to the location(s) you are interested in (see map inside). This application is considered current for the present academic semester. *You will need to reapply every semester.*

What is the criteria for selecting students for employment?

Availability of work hours, significant work experience and meeting any physical requirements of the position are all criteria in the selection process. These factors being equal, Auxiliary Services will hire students on a first-come, first-serve basis.

How many hours may I work?

Auxiliary Services recognizes that your primary role while attending college is that of student. With that in mind, you may be scheduled for and work no more than 20 hours a week. During recess periods and the summer you may be scheduled up to and work no more than 29 hours a week.

What is the payment procedure?

After you have completed the required employment paperwork, including tax forms and I-9 form, paychecks are distributed biweekly, on Fridays. Direct deposit is also available. **Please note:** Your earnings as a student employee are considered income and subject to all federal, state and local taxes. While maintaining full-time status as a student, you will be exempt from FICA (Social Security) tax.

How much do I get paid?

All student employees will start at the SUNY prevailing minimum wage.

Are there any benefits?

Yes. Besides wages and valuable work experience, there are also the advantages of convenient campus locations and work schedules compatible with your classes. Student employees are covered by worker's compensation, disability, and unemployment insurance. Auxiliary Services offers scholarships for eligible student employees.

Now that I have applied, what's next?

- Thank you for your interest in working for Auxiliary Services!
- We will contact you via email or phone if your qualifications and availability meet our needs.
- If you wish to follow up, please do so in person at the location(s) where you have applied.

Your application will remain active for this semester only.

Personal Information

Name _____ Student ID # _____
First M.I. Last
 School Address _____ Email Address _____
 Home Address _____ Cell#/Phone# _____
Street City State Zip
 In case of an emergency, contact _____ Phone # _____

Employment Requested

Total hours desired to work? _____ (maximum 20 hours) per week
 Semester applying for? _____ Class: []Fr []So []Jr []Sr []Graduate

Class Schedule

PLEASE INDICATE WITH XX ALL CLASS HOURS AND TIMES WHEN YOU WOULD NOT BE AVAILABLE TO WORK

	8:00-8:55	9:10-10:05	10:20-11:15	11:30-12:25	12:40-1:35	1:50-2:45	3:00-3:55	4:10-5:05	5:00-7:00	7:00-9:00	9:00-12:00
Mon											
Wed											
Fri											

	8:00-9:20	9:35-10:55	11:10-12:30	12:45-2:05	2:20-3:40	3:55-5:15	5:00-7:00	7:00-9:00	9:00-12:00
Tues									
Thur									

	Morning	Afternoon	Evening
Sat			

	Morning	Afternoon	Evening
Sun			

You must maintain full-time status, (12) credit hours undergraduate, (9) credit hours graduate, in order to be eligible for student employment with Auxiliary Services.

Work Preferences

Preferred Location/Building(s): _____

Preferred Shift(s)

Morning (Breakfast)	Midday (Lunch)	Early Evening (Dinner)	Evening (Late Night)	Flexible (Any)

(Please note: Not all shifts are available at all locations)

Are you available to work weekends? (Most locations require some weekend work.) []Yes []No

Weekend preference: []every other []every

Work Experience

Have you worked for Auxiliary Services before? []Yes []No

If yes, where? _____

Reason for leaving? _____

Do you have a valid New York State driver's license? []Yes []No

List one recent job (list experience that would be most relevant to the position you are applying for with Auxiliary Services):

Employer _____

Contact person _____ May we contact this person? []Yes []No

Telephone # _____

Dates worked: From _____ To _____

Position/Duties _____

Reason for leaving _____

Applicant's Signature _____ Date _____

Thank you for applying for employment with Auxiliary Services. Auxiliary Services is dedicated to the principles of Equal Opportunity Employment. In our campus environment, we will be working, studying, and living with people of diverse backgrounds. This diversity enriches all of us. It is our responsibility to be sensitive and understanding of these differences so that we can make the most of our experiences.

Our Values



Customer Service

It's up to me!

Welcoming
Presentation
Knowledge



Team Work

It's up to us!

Caring
Sharing
Planning



Financial Stability

You make the difference!

Sales
Cost
Productivity

auxiliary Services

<http://www.oswego.edu/auxserv>

(Click on 'Student Employment')