

STUDENT EMPLOYMENT at the SUNY Oswego SKATE SHOP

The **SUNY Oswego Skate Shop** is located in room 24 of the Marano Campus Center, which is immediately adjacent to the main doors at the lower level of the Arena and Convocation Center.

The **Skate Shop** employs reliable & conscientious students who work on a part-time basis to provide staffing for regular Open Skate sessions, Skate and Shoot sessions, and special skating events. Student employees work as on-ice "Skate Guards" to assist and ensure the safety of participants. Additionally, student employees provide support in the Skate Shop by collecting fees and supplying rental skates to customers.

When hiring students for a position with the Skate Shop, preference is given for the following:

- **AVAILABILITY** – Student Employees must be available for 2 or 3 shifts on a regular weekly work schedule. The regular shifts are as follows:
 - Sundays from 9:30 AM to 11:45 AM (Skate and Shoot);
 - Sundays from 5:30 PM to 7:45 PM (Open Skate);
 - Mondays from 5:30 PM to 7:45 PM (Open Skate);
 - Tuesdays from 11:00 AM to 1:45 PM (Open Skate);
 - Tuesdays from 6:00 PM to 8:15 PM (Open Skate);
 - Wednesdays from 5:00 PM to 7:15 PM (Skate and Shoot);
 - Thursdays from 11:00 AM to 1:45 PM (Open Skate);
 - Fridays from 5:30 PM to 7:45 PM (Open Skate).
- **ICE SKATING SKILLS** – Student employees may be required to alternate between working in the Skate Shop and on the ice, so ice skating skills are strongly preferred.
- **FIRST AID TRAINING** – Student employees may be required to administer basic first aid to injured persons, so training in this area is a plus.
- **CUSTOMER SERVICE SKILLS** – Student employees must have the ability to interact with customers in a courteous and competent manner.
- **CASH HANDLING SKILLS** – Student employees must be able to learn how to operate a cash register and accurately make change for cash transactions.

A form-fillable PDF copy of the Skate Shop's **Application for Student Employment** can be downloaded at:

<http://www.oswego.edu/openskate.html>

Completed applications or questions about working in the SUNY Oswego Skate Shop should be emailed directly to Timothy Graber (Skate Shop Manager) at timothy.graber@oswego.edu.

Paper copies of completed applications can also be dropped off or mailed to:
Timothy Graber, 135 Campus Center, SUNY Oswego, Oswego, NY 13126.

APPLICATION FOR STUDENT EMPLOYMENT SKATE SHOP

Department of Campus Life, SUNY Oswego
135 Campus Center, Oswego, NY 13126

Please read carefully: All information will be treated as confidential. Please answer all questions and complete all fields as thoroughly as possible, and attach additional sheets if necessary. The use of this form does not indicate there are positions available, and does not obligate the applicant or this institution. *PLEASE TYPE OR PRINT NEATLY.*

If you have any questions about completing this application, please contact the Skate Shop Manager, timothy.graber@oswego.edu.

YOUR PERSONAL INFORMATION:

DATE OF APPLICATION: _____

NAME: _____ SOCIAL SECURITY #: XXX – XX –
(LAST) (FIRST) (MI) (LAST 4 DIGITS ONLY)

LOCAL ADDRESS: _____
(STREET) (CITY) (STATE) (ZIP CODE) (CELL PHONE #)

PERM. ADDRESS: _____
(STREET) (CITY) (STATE) (ZIP CODE) (HOME PHONE #)

E-MAIL ADDRESSES: _____
(SCHOOL E-MAIL) @oswego.edu (HOME E-MAIL)

OVERALL G.P.A.: _____ YEAR (Choose One): _____ MAJOR: _____

YOUR WORK EXPERIENCE: *(Please list ALL your current and former employers, starting with the most recent.)*

EMPLOYER'S NAME & ADDRESS: _____

SUPERVISOR: _____ PHONE #: _____ E-MAIL: _____

DATES OF EMPLOYMENT: _____

DUTIES PERFORMED: _____

REASON FOR LEAVING: _____

EMPLOYER'S NAME & ADDRESS: _____

SUPERVISOR: _____ PHONE #: _____ E-MAIL: _____

DATES OF EMPLOYMENT: _____

DUTIES PERFORMED: _____

REASON FOR LEAVING: _____

EMPLOYER'S NAME & ADDRESS: _____

SUPERVISOR: _____ PHONE #: _____ E-MAIL: _____

DATES OF EMPLOYMENT: _____

DUTIES PERFORMED: _____

REASON FOR LEAVING: _____

May we contact your previous employer(s)? (Click to choose.) _____

If "NO", why not? _____

YOUR JOB-RELATED SKILLS: *(Please provide information regarding the following job-related skills.)*

CUSTOMER SERVICE –

In what capacity have you worked directly with customers to provide services, answer questions or solve problems?

CASH HANDLING –

In what capacity have you been responsible for completing cash transactions, operating a cash register, making change for purchases, counting large amounts of cash or making cash deposits?

FIRST AID –

What training, certifications or experience do you have with regards to First Aid, CPR or AED devices?

ICE SKATING –

How many years have you been ice skating? _____

What is your level of expertise with regards to ice skating? (Choose one.)

In what capacity did you gain your ice skating experience? (Check all that apply.)

Playing ice hockey... (Check all that apply.) YOUTH HIGH SCHOOL COLLEGE

Figure skating..... (Check all that apply.) YOUTH HIGH SCHOOL COLLEGE

Recreational skating... _____

Other..... _____

ADDITIONAL REFERENCES: *(In addition to your former employer(s), who else may we contact to provide references?)*

NAME: _____ E-MAIL: _____

ADDRESS: _____ PHONE #: _____

RELATIONSHIP: _____

NAME: _____ E-MAIL: _____

ADDRESS: _____ PHONE #: _____

RELATIONSHIP: _____

AVAILABILITY FOR WORK:

Please indicate (✓) ALL shifts you would be available to work on a regular basis during the current or upcoming semester. If hired, you will have of regular weekly schedule of 2 or 3 specific work shifts until the end of the semester or skating season. (PLEASE NOTE: A lack of general availability will make an applicant less likely to be hired.)

- Sundays from 9:30 AM to 11:45 AM (Skate and Shoot)
- Sundays from 5:30 PM to 7:45 PM (Open Skate)
- Mondays from 5:30 PM to 7:45 PM (Open Skate)
- Tuesdays from 11:00 AM to 1:45 PM (Open Skate)
- Tuesdays from 6:00 PM to 8:15 PM (Open Skate)
- Wednesdays from 5:00 PM to 7:15 PM (Skate and Shoot)
- Thursdays from 11:00 AM to 1:45 PM (Open Skate)
- Fridays from 11:00 AM to 1:45 PM (Open Skate)
- Fridays from 5:30 PM to 7:45 PM (Open Skate)

*** Are you available to work Open Skate sessions which take place during:
Thanksgiving break?
Holiday / Winter break?

EXTRA CREDIT:

Is there anything you'd like to say on your behalf which may positively influence our hiring decision?

ACKNOWLEDGEMENT:

"I affirm that all information on this form (and attachments) is complete, true and correct to the best of my knowledge."

APPLICANT'S SIGNATURE: _____ DATE: _____