

Cornell College

Student Employment Form

Please mark all areas in which you have working knowledge, skills or abilities:

Office Skills:

- | | | |
|---|--|--|
| <input type="checkbox"/> Typing | <input type="checkbox"/> Photocopying | <input type="checkbox"/> Data Entry |
| <input type="checkbox"/> Filing Procedures | <input type="checkbox"/> Phone Coverage | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> Customer Service | <input type="checkbox"/> Operate Switchboard |
| <input type="checkbox"/> Reception/Registration | <input type="checkbox"/> Working with confidential information | |

Computer Skills:

- | | | |
|---|---|--|
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft Access |
| <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Internet Searches | <input type="checkbox"/> Dream weaver |
| <input type="checkbox"/> Installing Hardware | <input type="checkbox"/> Installing Software | <input type="checkbox"/> Troubleshooting PCs |
| <input type="checkbox"/> HTML | <input type="checkbox"/> Web site development | |

Computer-Assisted Instruction

- | | | |
|--|---|--|
| <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Multimedia Design | <input type="checkbox"/> Video Capture and Editing |
| <input type="checkbox"/> Teaching Others | <input type="checkbox"/> Writing Instructions | <input type="checkbox"/> Designing Web Pages |
| <input type="checkbox"/> Digital Photography | <input type="checkbox"/> Other _____ | |

Athletics:

- | | | |
|--|---|---|
| <input type="checkbox"/> Intramurals | <input type="checkbox"/> Sports Information | <input type="checkbox"/> Event Management |
| <input type="checkbox"/> CPR certified | | |

Library Skills:

- | | | |
|---|--|---|
| <input type="checkbox"/> Book processing experience | <input type="checkbox"/> Shelving/Retrieving materials | <input type="checkbox"/> Interlibrary loan experience |
| <input type="checkbox"/> Audiovisual Experience | <input type="checkbox"/> Circulation Desk Experience | <input type="checkbox"/> Serials experience |
| <input type="checkbox"/> Archives experience | <input type="checkbox"/> Other library work experience | |

Art/Theatre:

- | | | |
|--|--|---|
| <input type="checkbox"/> Photography | <input type="checkbox"/> Developing Photos | <input type="checkbox"/> Theatre/Art Experience |
| <input type="checkbox"/> Write News Articles | <input type="checkbox"/> Film Editing | <input type="checkbox"/> Operate Projectors |

OTHER:

- | | | |
|---|--|--|
| <input type="checkbox"/> Supervisory Experience | <input type="checkbox"/> Cashiering | <input type="checkbox"/> Interest in Environment/Recycling |
| <input type="checkbox"/> Manual Labor | <input type="checkbox"/> Perform heavy lifting | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> Food Service | <input type="checkbox"/> Food Preparation |
| <input type="checkbox"/> Maintain Inventory | Fluent in a Foreign Language _____ (Please specify language) | |

Do you have a valid driver's license? Yes _____ No _____

Expected Academic Major: _____ Varsity Sport: _____

Please list your most recent place of employment and include your job responsibilities:

Signature _____

Date _____

Please Print Your Name _____

City and State _____