



Financial Aid Office * 197 Franklin Street * Auburn, NY 13021
Phone: 315-255-1743 ext. 2470 * Fax: 315-252-2185

APPLICATION FOR STUDENT EMPLOYMENT

REQUIREMENTS:

- File the Free Application for Federal Student Aid (FAFSA)
- Complete federal verification requirements if needed
- Be matriculated, in good academic standing and maintaining satisfactory progress toward a degree
- Be enrolled at Cayuga Community College
- Not be in default on any student loan or owe repayment on a federal grant
- Not possess a BA degree

NOTE: INTERNATIONAL STUDENTS ARE NOT ELIGIBLE TO PARTICIPATE IN OUR FWS STUDENT EMPLOYMENT PROGRAM

(PLEASE PRINT IN INK)

NAME: _____ C#: _____

LOCAL ADDRESS: _____
(Street) (City) (State) (Zip)

PHONE: _____ EMAIL: _____

PERIOD REQUESTING EMPLOYMENT - FALL SPRING SUMMER

COLLEGE MAJOR: _____

PREVIOUS WORK EXPERIENCE: _____

I UNDERSTAND THAT I AM NOT EMPLOYED YET AND THAT I CANNOT BEGIN WORKING UNTIL AN OFFICIAL AUTHORIZATION, I-9 VERIFICATION WITH ID'S AND W-4 ARE SIGNED AND RECEIVED BY HUMAN RESOURCES

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY: FWS _____ CWS _____

ACADEMIC YEAR: _____
CAMPUS: AUBURN FULTON

PLEASE COMPLETE THE SECTION ON THE BACK OF THIS FORM

NAME: _____ C#: _____

PLEASE COMPLETE EACH SECTION BELOW

WHICH CAMPUS ARE YOU APPLYING TO WORK AT? AUBURN FULTON

SKILLS:

_____ OFFICE (TYPING, ANSWERING PHONES, PHOTOCOPYING, FILING ETC.)
_____ CUSTOMER SERVICE
_____ TECHNICAL
_____ COMPUTERS
_____ MECHANICAL

LIST OTHER SPECIFIC SKILLS: _____

JOB INTEREST:

_____ OFFICE	_____ SCIENCE LAB	_____ TUTOR/NOTE TAKER
_____ ATHLETICS	_____ CRIMINAL JUSTICE	_____ BUILDINGS/GROUNDS
_____ COMPUTER LAB	_____ MUSIC	_____ LIBRARY
_____ ART LAB	_____ PRESCHOOL	_____ WELLNESS CENTER
_____ TELCOM	_____ ENGLISH/COLLEGIAN	

CAN YOU WORK EVENINGS? YES NO

WHAT DAYS AND TIMES ARE YOU AVAILABLE TO WORK?

MONDAY: _____

TUESDAY: _____

WEDNESDAY: _____

THURSDAY: _____

FRIDAY: _____

WEEKENDS: _____

STUDENT EMPLOYMENT PAYROLL SCHEDULE 2024-2025

Payroll Year	Payroll #	Start Date	End Date	Check Date
2024	19	8/24/2024	9/6/2024	9/20/2024
2024	20	9/7/2024	9/20/2024	10/4/2024
2024	21	9/21/2024	10/4/2024	10/18/2024
2024	22	10/5/2024	10/18/2024	11/1/2024
2024	23	10/19/2024	11/1/2024	11/15/2024
2024	24	11/3/2024	11/15/2024	11/29/2024
2024	25	11/16/2024	11/29/2024	12/13/2024
2024	26	11/30/2024	12/13/2024	12/27/2024
2025	1	12/14/2024	12/27/2024	1/10/2025
2025	2	12/28/2024	1/10/2025	1/24/2025
2025	3	1/11/2025	1/24/2025	2/7/2025
2025	4	1/25/2025	2/7/2025	2/21/2025
2025	5	2/8/2025	2/21/2025	3/7/2025
2025	6	2/22/2025	3/7/2025	3/21/2025
2025	7	3/8/2025	3/21/2025	4/4/2025
2025	8	3/22/2025	4/4/2025	4/18/2025
2025	9	4/5/2025	4/18/2025	5/2/2025
2025	10	4/19/2025	5/2/2025	5/16/2025
2025	11	5/3/2025	5/16/2025	5/30/2025
2025	12	5/17/2025	5/30/2025	6/13/2025
2025	13	5/31/2025	6/13/2025	6/27/2025
2025	14	6/14/2025	6/27/2025	7/11/2025
2025	15	6/28/2025	7/11/2025	7/25/2025
2025	16	7/12/2025	7/25/2025	8/8/2025
2025	17	7/26/2025	8/8/2025	8/22/2025
2025	18	8/9/2025	8/22/2025	9/5/2025
2025	19	8/23/2025	9/5/2025	9/19/2025