

Cornell College

Student Employment Form

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

Office Skills:

Typing Photocopying Data Entry
 Filing Procedures Phone Coverage Telemarketing
 Scheduling Customer Service Operate Switchboard
 Reception/Registration Working with confidential information

Computer Skills:

Microsoft Word Microsoft Excel Microsoft Access
 Microsoft PowerPoint Internet Searches HTML
 Installing Hardware Installing Software Troubleshooting PCs

Computer-Assisted Instruction

Graphic Arts Multimedia Design Video Production
 Designing Web Pages Writing Instructions Video Editing
 Digital Photography Professional Photography Social Media Management

Athletics:

Intramurals Sports Information Event Management
 CPR certified Team Statistician, please indicate sport _____

Library Skills:

Book processing experience Shelving/Retrieving materials Interlibrary loan experience
 Audiovisual Experience Circulation Desk Experience Serials experience
 Archives experience Other library work experience

Art/Theatre:

Photography Developing Photos Theatre/Art Experience
 Write News Articles Film Editing Operate Projectors

OTHER:

Supervisory Experience Cashiering Interest in Environment/Recycling
 Manual Labor Perform heavy lifting Interest in Volunteerism
 Tutoring Food Service Food Preparation
 Maintain Inventory Experienced with a Foreign Language _____
(Please specify language)

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

Expected Academic Major: _____ College Sport: _____

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

Signature _____

Date _____

Please **Print** Your Name _____

City and State _____