



Cornell University

DEADLINE: January 23, 2008

Submit to: Conference Services,
206 Robert Purcell, Ithaca NY 14853
Questions? Call 607 255-6290

Conference Services

Student Summer Internship Application

Applicant Information

Name (Last)	(First)	(Middle)	Cornell Student ID No.	Net ID
Present Address (Street)	(City)	(State)	(Zip)	Birth date, if under 18
Telephone (Day)	(Eve)	E-mail Address		
Cornell Student Status: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate <input type="checkbox"/> Other If Other, explain.				
If hired, can you provide proof of citizenship or legal right to work? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever worked for Campus Life? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list position(s) and date(s)			Name(s) of Relatives Currently Employed at Cornell	
Have you have been convicted of any criminal offense other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, give date, place, and explain circumstances. A criminal conviction will be considered only in relation to the job(s) for which you are applying. Seriousness of the offense, time elapsed, and rehabilitation will be taken into consideration.				

Position(s)

Check all positions for which you want to apply. Positions will be part time through the semester and become full time on May 19th 2008.

Full-time Positions: Conference Manager Technical Support Specialist

Dates of Availability: February 1–August 16, 2008 Other If Other, give start and end dates.

Do you have any commitments this summer that might conflict with your work? When? (Work, class, internship, personal obligation, etc.)

Please describe a situation during which you were required to multi-task:

Employment History

List present or most recent employment first. Complete this section even if application accompanied by a résumé.

Employer	Position	Start Date	End Date	
Address (Street)	(City)	(State)	(Zip)	Hours per week
Describe Duties/Responsibilities			Reason for Leaving	
Supervisor's Name	Telephone	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Position	Start Date	End Date
Address (Street)	(City)	(State)	(Zip)
Describe Duties/Responsibilities			Reason for Leaving
Supervisor's Name	Telephone	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	Position	Start Date	End Date
Address (Street)	(City)	(State)	(Zip)
Describe Duties/Responsibilities			Reason for Leaving
Supervisor's Name	Telephone	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Education & Training

Current Cornell College/School	Degree and Major	Anticipated Date of Graduation
College, University, or Technical School	Degree and Major	Dates of Attendance
Academic honors, awards, scholarships, professional organizations, licenses, foreign languages, extracurricular and volunteer activities, computer, and other skills and training you consider relevant to employment at Cornell.		

References

List two persons other than friends or relatives who have knowledge of your work experience or education.

Name	Company Name & Title	Telephone (Day)
Name	Company Name & Title	Telephone (Day)

Authorization

I hereby authorize thorough investigation of my prior employment, educational background, and criminal record. I agree to cooperate in such an investigation, to execute any consent forms required in connection with those investigations, and release from all liability and responsibility all persons or entities requesting or supplying such information.

I certify that such statements made on this application and any attachments including a résumé provided by me are full, complete, and true statements of the facts. I understand that misrepresentation or omission of information is cause for refusal of employment or termination in cases where discovery is after employment has begun. I understand that employment is contingent upon furnishing evidence of identity and employment eligibility.

Signature: _____ Date: _____

NO PERSON SHALL BE DENIED EMPLOYMENT ON THE BASIS OF RACE, COLOR, ETHNICITY, NATIONAL ORIGIN, SEX/GENDER, SEXUAL ORIENTATION, RELIGION, CREED, NOR DISABILITY (INCLUDING HIV STATUS, AGE, VETERAN STATUS, MARITAL STATUS OR EX-OFFENDER STATUS).

jmr 11/1/07