

Date you will be available to begin work: _____ # of Hours you wish to work per week (maximum hours = 40) _____

Check all DAYS and HOURS available:

DAYS Monday Tuesday Wednesday Thursday Friday Saturday Sunday

HOURS Early Mornings (5am - 9am) Day (9am - 5pm) Evening/Nights (5pm - 10pm) Overnight (10pm - 5am)

Do you intend to live on campus during the summer? YES NO

Note: Students must work 10 hours per week at Lawrence University to live on campus during the summer.

Are you available for the full summer (mid June - Mid September)? YES NO

If no, indicate dates available: _____

PLEASE READ CAREFULLY:

I certify that the information contained in this application is true, correct, and accurate to the best of my knowledge. I understand that any untrue, incorrect, misleading, or omitted statements on this form may result in a decision not to hire and may result in immediate dismissal at any time in the future in the event I am employed. I further understand that failure to completely fill out this application may result in a decision not to hire.

I understand that my employment is subject to verification of applicable lawful age and legal right to be employed in the United States. If hired, I will furnish such lawful proof, documents, and permits which are necessary to verify same.

I authorize you to make investigations and inquiries of my personal and employment history and other related matters that may be necessary in making an employment decision. I release employers, schools, or persons from all liability in answering inquiries in connection with my application.

I understand and agree that, if hired, my employment is for an indefinite period and may be terminated at any time with or without cause and with or without notice at the option of either party.

Signature: _____ Date: _____

Please Return to the Payroll Office (2nd Floor Brokaw Hall) by April 24th.

<p>Office Use Only: Form Completion</p> <p><input type="checkbox"/> I-9 Date Completed: _____ <input type="checkbox"/> W-4 Date Completed: _____</p> <p><input type="checkbox"/> Work Permit Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Date Completed: _____</p> <p>Supervisor: _____ Dept.: _____ Hire Date: _____</p>
