May 6, 2013

TO: All interested students
FROM: William Ferguson, Director/Chief of Campus Safety
REF: First Year Student Arrival Worker Application

The Campus Safety Department is looking for 170 students who are interested in working First Year Arrival Day, Saturday, August 24. These are paid positions ($7.80/hour) which involve assisting incoming students and their families upon their arrival.

An Employee Eligibility Verification form (I-9) must be filed with the Financial Aid Office (located in the basement of JB Colgate Hall, the Admissions Building) in order to work. If you have not filed this form with them, please take your Colgate ID and Social Security card or birth certificate or passport (proof of identity documents have to be “official” not a copy) to the Financial Aid Office to complete the I-9.

If you or any of your friends are interested in working on this day, please fill out the area below and return this form to the Campus Safety Department Office: 88 Hamilton Street, Hamilton, NY 13346-1398 or electronically to jpapelino@colgate.edu. Positions will be generally given on a first come, first hired basis, pending a disciplinary background check.

**Deadline for receiving applications is Friday, July 12, 2013.**

*PLEASE NOTE:* All workers will be allowed to enter University housing on Friday, August 23, but you will have to provide your own meals until the University officially opens on August 27; however, Campus Safety does provide a bag lunch on 1st Year Arrival Day, August 24. Please keep in mind that these positions require lifting of sometimes heavy items. The Campus Safety Department will contact you in early July with more information.

Best way to contact you over the summer: e-mail?  mail?  or cell phone?  

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CAMPUS SAFETY DEPARTMENT ARRIVAL DAY WORK APPLICATION

NAME: ____________________________  CLASS: ________

COLGATE ID#: ____________________________  CU BOX # ________

SUMMER ADDRESS: ____________________________

____________________________________________________________________________________

SUMMER TELEPHONE #: (____)______________  CAMPUS TELEPHONE #: ____________

FALL ADDRESS: ____________________________

____________________________________________________________________________________

CURRENT CAMPUS ADDRESS: ____________________________

E-Mail ____________________________