



State University of New York College at Plattsburgh
Career Development Center

STUDENT EMPLOYMENT SERVICES REGISTRATION

PERSONAL INFORMATION:

Your Plattsburgh E-mail Address OR Banner ID # (700...) _____

Last Name: _____ First Name: _____

College Address: _____ Local or Cell Phone: (____) _____

Your Major: _____ E-mail: _____

Year in School (Please circle one): Freshman Sophomore Junior Senior Graduate Student

Status (Please circle one): US Citizen Permanent Resident International Student Exchange Student

POSITION INFORMATION:

Type of Position: Off-Campus On-Campus (non work-study)

Semester: Fall Spring Summer

I certify that the information presented above is true and accurate. I authorize the Career Development Center to disclose information to employers to assist in employment efforts and understand that regulations require that earnings be reported for record keeping purposes only. All conditions of employment are the responsibility of the employer and the student.

Signature: _____ **Date:** _____

Please see reverse side for conditions of participation in student employment.

FOR OFFICE USE ONLY

Curriculum Code: _____

Registration Verified: _____ (date/initials)

Data Input: _____

CONDITIONS OF PARTICIPATION IN STUDENT EMPLOYMENT:

1. Student Employment referrals are restricted to currently enrolled and continuing Plattsburgh State students. *The Career Development Center may not provide Student Employment referral services for students to obtain a position upon or after graduation.*
2. Financial aid may be affected by earnings from any job; including a position gained through Student Employment. *Please contact an advisor in the Financial Aid Office with any questions you may have on the impact earnings may have on your aid.*
3. Students who register for fewer than 12 credit hours during a semester may also have their aid affected and possibly enter the loan repayment grace period. *Please contact an advisor in the Financial Aid Office before accepting any position that would cause you to register for fewer than 12 credit hours.*
4. Students who register for fewer than 12 credit hours in any semester may not be covered under their family health insurance. *Please verify your health insurance status before accepting any position that will cause you to register for fewer than 12 credit hours.*
5. Employers will occasionally schedule interviews on campus. It is the student's responsibility to inform the Career Development Center if it is necessary to cancel or reschedule an interview. A 24-hour cancellation notice is required. Failure to follow this policy may result in the student being restricted from future job referrals.
6. Reporting regulations require that earnings of students hired through these programs be monitored. This is for record keeping purposes only.
7. Conditions of employment are the responsibility of the employer and the student hired. This includes all employee benefits, such as: health insurance, liability insurance, relocation reimbursements, travel expenses, unemployment insurance benefits, or workman's compensation.
8. If a student terminates their employment without providing adequate notice to the employer, the office reserves the right to discontinue future job referrals for that particular student.