



Personnel and Appointments  
Committee  
Sub Board I, Inc.  
341 Student Union  
Amherst, NY 14260  
716-645-2954  
*date:* \_\_\_\_\_ *time:* \_\_\_\_\_

## Employment Application

**(TYPE OR PRINT CLEARLY)** DATE \_\_\_\_\_

Name: \_\_\_\_\_

Address (local) \_\_\_\_\_  
\_\_\_\_\_

Address (perm): \_\_\_\_\_  
\_\_\_\_\_

Phone (local): \_\_\_\_\_ (perm): \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell or pager (opt.): \_\_\_\_\_

I am interested in the position of: \_\_\_\_\_

I found out about the position from: \_\_\_\_\_

Are you 18 years of age or older?: \_\_\_\_\_ yes \_\_\_\_\_ no    Expected year of graduation \_\_\_\_\_

Academic program (school year, major): \_\_\_\_\_

**ARE YOU WORK STUDY STUDENT** \_\_\_\_\_ yes \_\_\_\_\_ no

**To help determine your qualifications for the position for which you are applying, please attach:**

- A cover letter describing: **(We will not accept the application without a letter)**
- What you hope to accomplish over the next year in this position
- A brief description of your interest in this position
- A list of the skills and credentials that qualify you for this position
- Resume if available
- Time availability for this position (school year and summer)

**Return all materials to the address at the top of this form.  
Applications that do not meet the above requirements may not be considered.**