Receptionist Application

Name:	Date:		
Building & Room #:Cell Phone:			
Class Year: FRSOJRSR			
Number of semesters working as a receptionist:			
Number of semesters working as an alternate:			
E-mail (if not a cnr.edu address):			
Work Study Allotment: FallS	pring:		
Please Mark the Shifts you are able to work:			
Building Preference: Ursula:_Angela:Brescia:(Please note that you are not guaranteed your prefere			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11A-3:30P					I	11A-3:30P
	NO SHIFTS AVAILABLE					
3:30P-8P	6p-9p	6p-9p	6p-9p	6p-9p	6p-9p	3:30P-8P
8P-12A	9P-12A	9P-12A	9P-12A	9P-12A	9P-12A	8P-12A
NO SHIFTS AVAILABLE					12A-2:30A	12A-2:30A

Please follow these steps in order to work as a receptionist and keep this page as a reference. If you have any questions, please contact Rosann Santos-Elliott at rsantos@cnr.edu or call at x5369 (914-654-5369).

- 1. Get a clearance form from Financial Aid & sign it.
- 2. Bring clearance form to Student Development to be signed by the Director of Student Development in SCC Room 231.
- 3. Bring signed clearance form to Payroll in the Administration Building, 2^{nd floor} and fill out a W2 form. Bring appropriate ID.
- 4. Call Student Development in three business days to check if you have been cleared.
 DO NOT WORK UNTILL YOU HAVE BEEN CLEARED AND TRAINED. YOU WILL NOT BE PAID UNTIL YOUR CLEARANCE FORM IS APPROVED BY PAYROLL.