



DESK ATTENDANT (DA) APPLICATION
For 2019-2020 Academic Year – Position Starting in Fall 2019

*Office of Residential Life
 Campus Center K-100*

PERSONNEL INFORMATION: Name: _____ Status (for Fall 2019 - circle): Residential / Commuter Current GPA: _____
 Student ID#: 700- _____ If Residential: (Bld/ Rm) _____
 Cell Phone #: _____ OW Email Address: _____@oldwestbury.edu

HUMAN RESOURCES INFORMATION: Do you qualify for work study? Yes, If so, how many hours are you usually given for the semester? _____
MUST ANSWER THIS QUESTION AS PRIORITY GOES TO WORK STUDY STUDENTS If no, please check with financial aid to verify before submission for next semester
PLEASE NOTE THAT ALL APPLICANTS MUST COMPLETE YELLOW BOXED HUMAN RESOURCE PAPERWORK ON BACK OF APP

POSITION REQUIREMENT:

- All Desk Attendants need to be enrolled SUNY at Old Westbury students.
- The position will require your availability from 10pm to 2am (nights) and until 3am (Thurs night only). *Hours may be subject to change*
- The position requires that you be available and attend all appropriate staff meetings and necessary training sessions.
- This position requires a minimum cumulative GPA of 2.0 and for the DA to be in good judicial standing.
- International Students should have clearance from Becky Evans evansb@oldwestbury.edu
- Please attach your projected schedule & availability for nights this semester. The greatest consideration will be given to those who are most flexible in their hours of availability

APPLICATION QUESTIONS: *Attach the following typed answers to the back of this application at the time of submission:*

1. Why are you interested in becoming a Desk Attendant? What do you see as the main purpose of the front desk attendant?
2. Why is the guest /visitation policy necessary and how would you explain it to building resident who are non-compliant?
3. How does the DA position work in conjunction with the Resident Assistants (RAs) of the building?
4. Please attach all days and hours of availability from 10pm-3am each day.
5. Please list any group requirements or events which might conflict with these hours.

Applications without questions responses will be removed from consideration

- I verify that the information provided herein is true and complete to the best of my knowledge.
- I understand the Office of Residential Life employees may check this information for accuracy.
- I understand only **completed applications will be considered** & that a completed application includes; Application page completed, typed application questions & schedule, and completed portions of the Human Resources document on back of this application (**ONLY YELLOW BOXED SECTIONS**)
- In the event of employment, I understand false or misleading information given in this application may be grounds for dismissal.

 Applicant's Signature

 Date

Applications may be kept for future consideration for full 2019-2020 academic year.

✓ Establishing a Line#



Filling Line#

Request For Temporary Services

Department: Office of Residential Life - Desk Attendent Program Date: 8/26/2019

Account Number: _____

JOB DESCRIPTION

DOLLAR ENCUMBRANCE

Title: Desk Attendent

Total Hours per Week: Varies

Duties: front desk management; ID card verification;

Duration 8/26/2019 to 5/25/2020

supporting RA staff; maintaining building security

Suggested Hourly Rate: Minimum Wage

Dollar Encumbrance: \$ _____

Required Skills: understand Campus policies and regulations, customer service focus;

follows procedures as set by supervisor; timely and attentive to safety issues and concerns; flexible and assetive

CANDIDATE INFORMATION

Name: _____ Old Westbury ID#: _____

Status of Candidate:

Actively Enrolled Student at Old Westbury for _____ # of Credits

Signature (Department Head/Convener) _____

Date _____

AUTHORIZATIONS

1. Human Resources*: I-9 Complete I-9 Not Complete _____
initials

2. Vice President*: _____
Date _____ Signature _____

3. Financial Aid: Eligible for CWS Not Eligible for CWS _____
 CWS Student Available No CWS Available initials

Comments: _____

_____ Date _____ Signature _____

4. Fiscal/Budget Approval: _____
Date _____ Signature _____

** Student applicant must complete I-9 at Human Resources Office before seeking Vice President Authorization. Vice President Authorization cannot be granted until HR initials "I-9 complete".*

THIS PAGE DOES NOT NEED TO BE PRINTED!!

Please use as a reference for which documents are needed to complete your 1-9 paperwork with Human Resources! If you have any questions please contact the Office of Residential Life x3210

**LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED**

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 	<ol style="list-style-type: none"> 4. Employment Authorization Document that contains a photograph (Form I-766) 	<ol style="list-style-type: none"> 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
<ol style="list-style-type: none"> 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 	<ol style="list-style-type: none"> 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority 	<ol style="list-style-type: none"> 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 	<ol style="list-style-type: none"> 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	<ol style="list-style-type: none"> 7. Employment authorization document issued by the Department of Homeland Security
<ol style="list-style-type: none"> 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	<p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 			

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.