

Oberlin College Mailroom Job Application

(NOTE: You must have an I-9 on file in the SEO before submitting this form)

Name: _____ Date: _____

Email Address: _____ Date of Birth: _____

OCMR No.: _____ Phone No.: _____

Please circle your appropriate response to the following questions:

Are you on Financial Aid? YES NO

Do you have an I-9 filed with the SEO? YES NO

Can you do heavy lifting? (up to 60 pounds) YES NO

Can you occasionally work Saturdays (9-12)? YES NO

Have you worked at Oberlin College before? YES NO

If yes: Department: _____

Supervisor: _____

Phone No.: _____

Mailroom hours are: weekdays 9:00-5:00
Saturdays 9:00-12:00

(Minimum 2 hours per shift; Maximum 4 hrs. per shift)

How many hours a week do you want to work? _____

Please indicate below, the hours that you are available to work each day.

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

**Please note that on rare occasions due to lack of work
you may be released early from your assigned shift.**