

THE CORNELL TRADITION

Off-Campus Work Endorsement Form

IMPORTANT NOTES:

1. Use this form ONLY if your job is NOT paid through Cornell's time entry system. If you are paid through Cornell's time entry system, you do not need to complete an endorsement form, but you do need to note your on-campus job on your Tradition application.
2. For off-campus work, students MUST provide documentation of hours worked (along with this form). "Under the table" work will not count toward Tradition requirements. Acceptable documentation includes:
 - a) Paystubs indicating hours worked and rate of pay, OR
 - b) Copies of all paychecks, a written and verified copy of schedule (with employer sign-off) and timecards.

Please contact a Tradition staff member if you have ANY questions about this!

3. A completed endorsement form is required from each employer for whom you worked this year. ***The first day on which work and service hours can be counted is August 13, 2022.*** You should submit all forms and all parts of your application to the Tradition Office by the re-application deadline. It is your responsibility to make sure your entire application is complete, clear, and submitted on time.
4. If another Cornell student is signing this form to verify your hours, then this form *must be co-signed by a supervising Cornell employee.*
5. Students are strongly encouraged to avoid commission-based employment whenever possible. If students do engage in this type of employment, the supplemental work form, signed timesheets, and copies of paychecks must be submitted.

Student Name: _____ Cornell ID#: _____

Employing Organization: _____

Responsibilities: _____

Dates of employment:

Start Date (*not before August 13, 2022*): _____ End Date : _____

Please indicate the form of documentation you are using to verify your hours (choose one below):

☐ **Paystubs** (clearly organized indicating dates and hours worked and rate of pay)

☐ **Paychecks**, Timecards, and verified schedule

I verify that I have read and understand the information provided above and that the information I have presented is accurate to the best of my knowledge.

Student's Signature: _____ Date: _____

PLEASE NOTE: This form must be completed and returned with all of your application materials to the address below by the re-application deadline.

Off-Campus Work Endorsement Form, continued

The Cornell Tradition is a fellowship of the university's most talented and ambitious students who, in demonstrating significant work experience, campus or community service (including varsity and JV athletics), and academic achievement, serve as ambassadors of Cornell's core values and founding principles. The 500 Tradition Fellows represent all socio-economic backgrounds and comprise less than 4% of Cornell's undergraduate population.

To the Endorser: This student is a part of The Cornell Tradition, a unique program of financial assistance designed to encourage the student's work ethic and campus and/or community service. A completed employer endorsement form is required from each employer. *Please note that work that is paid "under the table" is illegal and will not count toward Tradition requirements.* While it is the applicant's responsibility to ensure that all endorsements acceptable, legal, and submitted by the May deadline, we ask that you kindly provide your timely assistance to them in this endeavor. Thank you in advance for completing this form! Your comments on this student's performance are very helpful and much appreciated. Please contact the Tradition Office at tradition@cornell.edu or 255-8595 if you have any questions.

PLEASE COMPLETE THIS FORM AND RETURN TO THE STUDENT. *If you wish to maintain confidentiality, please enclose this form in an envelope and sign across the seal or send the form directly to The Cornell Tradition Office at 300 Kennedy Hall, Cornell University. Please type or print.*

Student's Name: _____

Your Name: _____ Title: _____

Organization/Business: _____

Organization Address: _____ Telephone: _____

1. Please indicate the total hours the student worked for your organization. (Based on attached pay documentation): _____
2. Dates worked during this period: _____ Rate of pay: _____
3. Please evaluate the student's overall performance in the following categories:

Reliability/Responsibility	Low	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	High
Quality of work	Low	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	High
Motivation	Low	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	High
4. Additional comments regarding performance, etc. (attach separate sheet if necessary).

I hereby verify that the information provided on this form is correct.

Signature*: _____ Date: _____

Are you a Cornell undergraduate? Yes _____ No _____ **If yes, co-signature of a supervising Cornell Employee is required.*

Co-Signature: _____ Title: _____ Date: _____

To the Applicant: This form must be completed and returned with all of your application materials to the address below by the re-application deadline.