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Tufts Recycles! Matriculation Work Application – Fall 2011

*Tufts Recycles!, located in the Facilities Department at 520 Boston Avenue*

We are very happy that you are interested in working during this year’s matriculation ceremony! You will be notified of your shift(s) as soon as we can process your application.

**Please read the following very carefully.**

### *Responsibilities*

## Bring your cell phone. The project coordinator is Dawn Quirk, please keep her cell number handy: 617/908-7862.

## Do not wear sandals (closed shoes like sneakers only).

* Wear comfortable old clothes that can get dirty.
* Dress appropriately for rain because you will be working outside irregardless of weather.
* You will be given only one pair of work gloves. It is your responsibility to bring them to your shifts and to keep track of them. We will not provide replacement gloves.
* We suggest bringing something to drink. We will try to provide beverages but we cannot guarantee it.

## *Payments and Benefits*

**It is your responsibility to sign up for payroll. Your payroll will not be processed until you sign up and inform Dawn Quirk that you have done so. See Linda O’Loughlin at 520 Boston Ave *between the hours of 9-1, or 3-5, Monday – Friday.***

**Pay:** $9 per hour.

Although unlikely, there may be times when your shift will be changed or canceled due to unforeseen events.

**If you are not already on Tufts payroll** because you have not worked a part time campus job within the last year,

Bring Linda 2 forms of ID; license, school ID, or voter registration card, and the other should be social security card or birth certificate.  If you bring a passport you will not need additional identification. Tell Linda if you are not a US resident. You will be required to fill in an additional form. (you will be paid via check at Student Services, Dowling Hall.)

**If you are already on Tufts payroll** because you have worked a part-time job at Tufts within the last year, it is easy for you to get paid for working Jumbo Drop. Just give Linda your address, social security number, and D.O.B. She will also need a photo copy of your license or school ID.

If you are an international student: Follow the instructions above. If you have to sign up for payroll you will be required to fill in a special form and you will need to bring international forms with you (working papers, visa, etc.). *You must have a Social Security Number to work.*