



Guidelines for Summer Student Workers

We are pleased that you have applied for employment with us this summer. Following you will find some guidelines that should help answer questions and provide basic guidance so that your work experience is a positive one for all parties. We will notify all applicants in the beginning of April if not sooner as to whether or not we will have a position available for the summer of 2025.

Confirmation of full-time student status:

Depending upon your school's academic calendar, we anticipate summer students will leave the Institute to return to school beginning the third week of August. Generally, the last day students are eligible to work would be August 29, 2025.

Your work commitment to us:

This is a fulltime position and we rely on our summer students. Your work here provides significant assistance in key areas on our campus. We understand if you plan to be away for up to 2 weeks during the summer for vacation with your family or friends. If you anticipate needing to be away more frequently (such as a longer vacation period or needing to take a summer class in addition to vacation time), we need to know the details in advance so that we can place you in an appropriate position. We also need to know if you are planning to enroll in any summer classes. If these cannot be scheduled at night, in most cases this will affect our ability to offer you summer employment.

Call in procedure if ill:

If you need to miss a day of work unexpectedly due to an illness, you are required to call your immediate supervisor before the start of the work day to inform the department. If you are unable to reach your supervisor, you can leave a message in Human Resources by calling 609-734-8243 or 609-951-4436.

Dress Code:

The Institute does not have a formal dress code. However we do expect that students who work on our campus dress appropriately for their work environment. In offices and libraries, 'business casual' dress is acceptable. This means clothing such as (but not limited to) shorts, halter tops, low cut or midriff-baring clothing should not be worn. If you are working on one of the outside crews, shorts at an appropriate length are acceptable.

At Will Statement:

All employment at the Institute is at will. Either the employee or the Institute may terminate the employment relationship at any time with or without cause or notice.



OFFICE OF HUMAN RESOURCES

**2025 SUMMER EMPLOYMENT
APPLICATION**
**INSTITUTE FOR ADVANCED STUDY
EINSTEIN DRIVE
PRINCETON, NJ 08540
AN EQUAL OPPORTUNITY EMPLOYER**

The following information is requested in order to help us make the best possible placement within the Institute. All portions of this application pertaining to you must be completed. The Institute, in accordance with State and Federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, physical or mental handicap or arrest record.

Full Name _____ Home Phone No. _____

Address _____ Cell Phone No. _____

_____ E-mail _____

Best way to get in contact: home phone _____ cell phone _____ email _____

Position Desired _____

Projected start date: _____ Last working date: _____

This is a full-time summer position, we will need to know any time off needed this summer in advance. Please list dates below for any planned vacation time or if you are planning to take any summer classes:

BUSINESS EXPERIENCE:

Previous Employer _____ Dates _____

Address _____ Telephone No. _____

_____ Supervisor _____

Title _____

Brief Description of duties: _____

Reason for Leaving: _____

Previous Employer _____ Dates _____

Address _____ Telephone No. _____

____ Supervisor _____

Title _____

Brief Description of duties: _____

Reason for Leaving: _____

EDUCATION:

High School _____ Graduation Date _____

College I will be attending in the Fall:

_____ Projected Graduation date: _____

Degree being pursued _____ Major _____

Languages _____ Typing Speed _____

PERSONAL INFORMATION:

Do you have any friends or relatives presently working at the Institute?

No _____ Yes _____ If yes, please list: _____

Are you authorized to work lawfully in the United States?

No _____ Yes _____

Please use this space to describe any additional background experience, education, knowledge, training, or special skills you possess: _____

I have read the Guidelines for Summer Student Workers and certify that the information I have provided on this application is true and correct, and that no attempt has been made to conceal pertinent information. I authorize my former employers and references to provide any information they have regarding me. I hereby release them and their company from all liability in divulging this information. If any information given by me in this application is found to be false or misleading, I will be subject to dismissal.

If employment is obtained through this application, I will comply with all rules and regulations of the Institute for Advanced Study.

(Date)

(Signature)