



WORK-STUDY APPLICATION
2011 – 2012
FAFSA APPLICATION MUST BE ON FILE

Approved by FAO
 For Work Study:

A current Resume is required, please attach & submit with Application.

Print clearly (in ink). Complete both sides of application. Today's Date: _____

I. STUDENT INFORMATION

Full Legal Name: _____ Student ID _____

Permanent Address: _____

Telephone Number: Home (_____) _____ Alternate #: (_____) _____

Email: _____ DOB: _____

College Program/Major, Career Area or Job Title: _____

II. EMPLOYMENT HISTORY

Are you currently employed? No Yes, If so, present employer: _____

Employment Dates: from _____ to _____
City State Zip

Work Telephone Number: (_____) _____ Supervisor: _____

Is current employment related to your major field of study? Yes No
 Will you continue this employment while enrolled at SFCC? Yes No

Previous employer: _____

Employment Dates: from _____ to _____
City State Zip

Work Telephone Number: (_____) _____ Supervisor: _____

III. SKILLS DATA

Please indicate any **special skills** that you have, and **where** the skill was obtained and/or most recently used in a work situation.

_____ Typing (w.p.m.) _____

_____ Filing _____

_____ Bookkeeping _____

_____ Telephone/Receptionist _____

_____ Customer Service _____

_____ Computer Software used (Excel/Word/Access, etc). _____

_____ Other (Explain) _____

Continued on back

IV. APPLICANT JOB INTEREST STATEMENT

Position applying for: _____ Dept.: _____ Job # _____

Please explain briefly **why** you believe you are **interested** and **qualified** for this job position:

V. APPLICANT'S SIGNATURE

I understand that the contents of this application form will be used by the college in the process of offering a Work-Study assignment, and, that this application form must be accompanied with a **current resume**. All the information provided is true and complete to the best of my knowledge. This information may be shared with my Work-Study supervisor(s).

 Applicants Signature

 Date

Please submit completed application with Resume to the Financial Aid Office.

DEPARTMENT USE ONLY / Interviewer

Work Study Interview Evaluation

Applicant _____ Date _____

Position Applying _____ Job # _____

Interviewer _____ Department _____

<i>Did the applicant:</i>	<i>Needs to Improve</i>	<i>Good</i>	<i>Excellent</i>
Appear neat and clean; appropriate attire			
Respond well to questions; fluent expression			
Show enthusiasm & a positive attitude			
Convey friendly communication skills			
Resume quality and related experiences			
Education, training, knowledge of career			
Willingness to learn new skills			
Quality of Application documents			

Overall impression: _____

Selected Not Selected Position Title _____

Work-Study Assignment: CWSP FWEP Internal
College Work Study Program Federal Work Experience Program

Department Supervisor/Interviewer _____
Signature