



WORK-STUDY APPLICATION 2018-2019

Approved by FAO
for Work Study

To apply for a Work Study position, you must complete each of these steps:

1. Your FAFSA application must be on file for the 2018-19 aid year
2. Create your student account on the SFSC College Central Network System at collegecentral.com/southflorida
3. Download and complete this application, scan a copy of it and your fall class schedule, and upload them (as a single document) to Resumes in your SFSC College Central Network account. (No handwritten applications will be accepted.)

I. STUDENT INFORMATION			
Full Legal Name		Student ID (GID)	
Permanent Address			
	Street	City and State	Zip Code
Telephone Number (include area code)	Home:	Date of Birth	
	Alternative:		
Email Address:			
College Major or Program of Interest			

II. YOUR WORKPLACE SKILLS		
Please select each of the following skills that you already mastered, and indicate where and when you used them most recently in a job-related situation.		
Check	Skill	Where Did You Use This Skill in the Workplace?
	Typing/word processing Typing speed: wpm	
	Filing	
	Bookkeeping	
	Reception Desk/Greeter	
	Answered Office Phones	
	Assisted Customers, Clients or Students	
	Public Speaking/Sales	
	Email	
	Social Media	
	Microsoft Word	
	Microsoft Excel	
	Microsoft PowerPoint	
	Internet Research	
	Basic Computer Skills	
	Use of FAX Machine	
	Use of Copy Machine	
	Use of Video Equipment	
	Other (Describe)	

III. YOUR EMPLOYMENT HISTORY

Provide the requested information about paid employment you have held. You may also include internships and lengthy volunteer experiences where you used work-related skills.

Employer 1	Business Name			
	Location (City, State)			
	Supervisor's Name			
	Your Job Title			
	Start Date		End Date	
	Job Responsibilities			
Employer 2	Business Name			
	Location (City, State)			
	Supervisor's Name			
	Your Job Title			
	Start Date		End Date	
	Job Responsibilities			
Employer 3	Business Name			
	Location (City, State)			
	Supervisor's Name			
	Your Job Title			
	Start Date		End Date	
	Job Responsibilities			
Employer 4	Business Name			
	Location (City, State)			
	Supervisor's Name			
	Your Job Title			
	Start Date		End Date	
	Job Responsibilities			

IV. Your Employment References

List the name and contact information of at least two people who can verify your previous work/volunteer/internship experience, your reliability, and your skills.

Name	
Phone Number	
Email Address	
Your Job Title	
How Do You Know This Person? (Former employer, co-worker, teacher, etc.)	
Name	
Phone Number	
Email Address	
Your Job Title	
How Do You Know This Person? (Former employer, co-worker, teacher, etc.)	

V. Your Class Schedule for This Term

To help us determine your availability for Work Study positions, list all the classes you are taking in this term below, including the starting/ending time and day(s) of the week of class meetings for each.

Course Title	Meeting Time(s)	Check the Days of the Week on Which This Class Meets				
		Mon.	Tue.	Wed.	Thur.	Fri.

VI. Which Work Study Jobs are You Interested in Applying For? (Please list NO MORE than three.)

Job Number (from College Central)	Job Title	Department or Program	Explain Why You Are Interested and Qualified for This Position

VII. Applicant's Signature and Agreement of Understanding

I understand that the contents of this application form will be used by the College for the process of interviewing students interested in Work Study positions and in offering Work Study possible employment for Work Study assignments. I understand that, to be considered for any position, my application must be completely filled out and uploaded to my SFSC College Central student account. My signature verifies that all the information I have provided is true and complete to the best of my knowledge.

I understand that this information may be shared with SFSC department supervisors who will be interviewing students for Work Study positions.

Printed Name		
Signature		
Date		

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THIS PAGE TO BE COMPLETED BY INTERVIEWER ONLY

Student Applicant's Name	
Work Study Position(s)	
Date of Interview	
Name of Interviewer	
Interviewer's Position	

Instructions for the Interviewer:

1. Please meet with the student applicant in person
2. Complete the Interviewer's Ratings below, and note hiring decision
3. Return completed form directly to Mary Puckorius in the SFSC Career Development Center

Skill or Trait Did/does the student applicant...	Interviewer's Rating		
	Yes	No	Did Not Meet Requirement
Arrive on time for the interview and well prepared?			
Dress in neat, clean and appropriate attire?			
Communicate clearly and maintain eye contact?			
Display confidence and maturity needed for the job?			
Describe understanding of the job requirements?			
Have the skills needed to do the job?			
Have scheduling availability at the times needed?			
Show interest and enthusiasm for the position?			
Respond well to interviewer's questions?			
Ask questions about the job?			
Appear willing to learn new skills needed for the job?			
Have a friendly and positive attitude?			

Interviewer's Overall Impressions:	
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Outcome of Interview	Student Was Selected for the Job	Student Was Not Selected for the Job

Interviewer's Signature	
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Please return this original signed form to Mary Puckorius (Career Development Center).

Highlands Campus (B-112)
Phone: 863-784-7442

Mary.Puckorius@southflorida.edu
FAX: 863-784-7319