



WORK-STUDY APPLICATION  
2014-2015

**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: \_\_\_\_\_  
Street City State Zip

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 SFSC?  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 Career Development Center.*

**DEPARTMENT USE ONLY / Interviewer**

**Work Study Interview Evaluation**

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Position Applying \_\_\_\_\_ Job # \_\_\_\_\_

Interviewer \_\_\_\_\_ Department \_\_\_\_\_

<b><i>Did the applicant:</i></b>	<b><i>Needs to Improve</i></b>	<b><i>Good</i></b>	<b><i>Excellent</i></b>
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

SFSC IS AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION