



## Federal College Work Study Application Job Skills Qualification Questionnaire

In order to check eligibility for federal college work-study, we have to have a copy of your FAFSA and requested paperwork on file. If you are given a work-study assignment, you will have to present 2 originals of government issued identification (options are Social Security Card, Current Driver's License, Birth Certificate or Passport) to the Personnel Office and will complete paperwork with them before you begin working. You must also watch the Blood Borene Pathogens film on your Moodle. Openings and a permit to seek employment will be picked up in the Office of Student Financial Aid. Paychecks will be ready the 12th of each month (should the 12th fall on a Saturday or Sunday then checks will be ready the Friday before). Direct deposit is also available.

### Personal Data:

Name: \_\_\_\_\_ WOSC Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_

Dorm Room: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

College Major: \_\_\_\_\_ E-mail: \_\_\_\_\_

Check Semester(s) you would like to work:

Fall Semester \_\_\_\_\_  Spring Semester \_\_\_\_\_  Summer Semester \_\_\_\_\_

#### Skills in General Maint:

- Janitorial
- Construction
- Electrical
- Outdoor Work
- Other

#### Miscellaneous Skills:

- Phone Etiquette
- Public Speaking
- Writing Ability
- Filing
- Type

#### Computer Software Skills:

- Microsoft Word
- Microsoft Excel
- Computer Skill
- Level: \_\_\_\_\_
- Other Software

#### Community Service Job:

- Children
- Adults
- Disabled Persons
- Tutoring

List past work experience and areas on campus where you are interested in working.

(Example: Food service, math dept.)

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### Student's Eligible Hours per Week:

\*Number of Hrs. Eligible: \_\_\_\_\_

\*Area of Assignment: \_\_\_\_\_

\*Supervisor: \_\_\_\_\_

\*Supervisor Signature: \_\_\_\_\_

**STUDENT SHOULD NEVER WORK WHEN SCHEDULED TO BE IN CLASS OR WORK OVER THE ASSIGNED HOURS THEY ARE CONTRACTED TO WORK!**