

Student Employment Skills Survey

Name: _____ Cell Phone Number: _____

Home Address: _____ City, State, Zip _____

U.S. Citizen? ___ Yes ___ No If no, eligible to work? ___ Yes ___ No

Preferred Type of Work? _____

Please indicate below your skills and/or previous work experience:

General Office

- Computer
 - Programs Used:
 - Word
 - Excel
 - Access
 - Power Point
 - Desktop Publ.
 - Other: _____
- Copy Machine
- Answering Phones
- Taking Messages
- Switchboard
- Alphabetizing
- Filing
- Mail Sorting
- Admissions (College)
 - Office Work
 - Telerecruiting
 - Tour Guide

Retail/Restaurant

- Cashier
- Sales
- Short Order Cook
- Wait Person

The Arts/Photography

- Theater
- Costume Design
- Stage Design
- Lighting
- Film/Slide Projector
- Photography
- Darkroom

Physical Labor

- Grounds Work
- Electrician Helper
- Plumber Helper
- Carpenter Helper
- Painter

Athletics

- Athletic Trainer
- Lifeguard- certified

Other

- _____
- _____
- _____
- _____

Hobbies or Interests: _____

Please list employment experience, beginning with most current:

| <u>Employer</u> | <u>Position</u> | <u>Duties</u> | <u>Dates Employed</u> |
|-----------------|-----------------|---------------|-----------------------|
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Will you be involved in varsity athletics? ___ Yes ___ No If yes, which? _____

Will you be able to work evenings and/or weekends? ___ Yes ___ No

A limited number of Federal Work-Study (off-campus) community service jobs with various non-profit organizations are available. Are you interested?: ___ Yes ___ No

Will you have your own transportation? ___ Yes ___ No

Student Signature: _____ Date: _____

PLEASE NOTE: Students will need to provide proof of identity for the I-9, Employment Eligibility Verification, form *before they can work on campus!!* Common acceptable documents include: original, unexpired social security card, driver's license or ID card, U.S. Passport, and original or certified copy of birth certificate. For complete list of acceptable documents refer to: www.uscis.gov/i-9-central/acceptable-documents.

Return this form to: Austin College 900 N. Grand Avenue, Suite #61562 Sherman, Texas 75090