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 Publisher
  ☐ Other: ________________________________

☐ Copy Machine
☐ Answering Phones
☐ Taking Messages
☐ Switchboard
☐ Alphabetizing
☐ Filing
☐ Mail Sorting
☐ Admissions (College)
  ☐ Office Work
  ☐ Tele-recruiting
  ☐ 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

☐ ________________________________
  ☐ ________________________________
  ☐ ________________________________
  ☐ ________________________________
  ☐ ________________________________

Retail/Restaurant

☐ Cashier
☐ Sales
☐ Short Order Cook
☐ Wait Person

The Arts/Photography

☐ Theater
☐ Costume Design
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☐ Painter

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Other

☐ ________________________________
  ☐ ________________________________
  ☐ ________________________________
  ☐ ________________________________
  ☐ ________________________________

Hobbies or Interests: ____________________________________________________________

Please list employment experience, beginning with most current:

<table>
<thead>
<tr>
<th>Employer</th>
<th>Position</th>
<th>Duties</th>
<th>Dates Employed</th>
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<tbody>
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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