



**Office of Financial Aid**

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# 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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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](http://www.uscis.gov/i-9-central/acceptable-documents).