



Office of Financial Aid

900 N Grand Ave., Suite 61562, Sherman TX 75090

Phone: 903/813-2900 Fax: 903/813-3198 Email: finaid@austincollege.edu

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
 - Ceramics
 - Sculpture

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.