# 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:

<table>
<thead>
<tr>
<th>General Office</th>
<th>Retail/Restaurant</th>
<th>Physical Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Computer</td>
<td></td>
<td>□ Grounds Work</td>
</tr>
<tr>
<td>Programs Used:</td>
<td>□ Cashier</td>
<td>□ Electrician Helper</td>
</tr>
<tr>
<td>□ Word</td>
<td>□ Sales</td>
<td>□ Plumber Helper</td>
</tr>
<tr>
<td>□ Excel</td>
<td>□ Short Order Cook</td>
<td>□ Carpenter Helper</td>
</tr>
<tr>
<td>□ Access</td>
<td>□ Wait Person</td>
<td>□ Painter</td>
</tr>
<tr>
<td>□ Power Point</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Desktop Publisher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Other: ____________________________</td>
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</tr>
</tbody>
</table>

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

- □ The Arts/Photography
  - □ Theater
  - □ Costume Design
  - □ Stage Design
  - □ Lighting
  - □ Film/Slide Projector
  - □ Photography
  - □ Ceramics
  - □ Sculpture

- □ Athletics
  - □ Athletic Trainer
  - □ Lifeguard–certified

- □ 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

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.