

PIEDMONT COMMUNITY COLLEGE

Work Study Application

Please provide the following information to be considered for a work study position. Students must meet all financial aid eligibility requirements. The number of applications usually exceeds the number of positions available; therefore not everyone will be placed. This application will remain on file for the remainder of the academic year.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: () _____ E-mail Address: _____

Alt. phone () _____ Social Security _____

Campus location _____ No. _____

Applied for _____ **Person** _____ **Caswell** _____ **Off-Campus Tutoring**

Terms Available for work _____ **Fall** _____ **Spring** _____ **Summer**

Days and Times Available for work _____ **Mon.** _____ **Tues.**

_____ **Wed.** _____ **Thurs.** _____ **Fri.**

Program of Study _____

Check positions you may be interested in:

- Clerical
- Tutoring
- Maintenance
- Day Care
- Bookstore

- Business Office
- Learning Resource Center
- Computer Lab
- Assistant to Faculty Member(s)
- Assistant to Staff Member(s)

Previous Employment

Company: _____

Address: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____

Company: _____

Address: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____

Company: _____

Address: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____

Skills and Experience

____ Personal Computer

____ Typing (wpm ____)

____ Microsoft Office

____ Filing

____ Microsoft Word

____ Faxing

____ Microsoft Excel

____ Customer Service/Retail Experience

____ Microsoft Access

____ Cash Handling Experience

____ Microsoft Power Point

____ Audio/Visual Equipment Experience

Please list any knowledge of other software packages, or any other skills and qualifications you may have.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Financial Aid Use Only

EFC _____

Remaining Need _____

FWS Awarded _____

FWS Location _____

Comments

