



Name _____ Curriculum _____

Social Security No _____ Student ID No. _____

Address _____ Telephone Number _____

City, State, Zip _____ Email _____

AVAILABILITY:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

REFERENCES: List three persons NOT related to you who know your qualifications:

Name	Address	Phone	Relationship

KNOWLEDGE, SKILLS, and ABILITIES:

COMPUTING:

- Format Disks
- Use Excel
- Use Access
- Use PC
- Data Programming
- Spreadsheet Programming
- Install Hardware
- Install Software
- Data Entry
- Troubleshoot
- Web Design
- People-soft
- Power-point
- Use Publisher
- Use Word
- Graphics/ Photo Programs
- Use e-mail
- Use Database Software

LIBRARY:

- Library Work Experience
 - Circulation Services
 - Archiving
 - Library Searches
 - Cataloging
- MICHELLANEOUS:**
- Provide Customer Service
 - Teaching/Training/Tutoring
 - Work with the Public
 - Maintain Inventory
 - Keep Records/Logs
 - Work with Children
 - Fluency in Second Language
 - Landscape
 - Heavy Lifting
 - Nursing
 - Vet Tech
 - Biology / Chemistry

OFFICE SUPPORT:

- Data Verification
- Use Calculator
- Operate Copier
- Cash Register
- Reception/Registration
- Filing
- Telephone/ Switchboard
- Accounting/ Bookkeeping
- Office Procedures
- Use Scanner
- Typing – Speed: ____

MEDIA:

- 35 mm Cameras
- Operate Audio Equipment
- Operate Video Equipment
- Operate Projector
- Write Copy
- Proofreading

WORK EXPERIENCE:

List employment positions you have held.

Job Title _____ Employer _____

Dates Employed _____

Duties _____

Job Title _____ Employer _____

Dates Employed _____

Duties _____

EXTRA-CURRICULAR ACTIVITIES:

Community Service Experience _____

Clubs, groups, or other activities with which you have been involved _____

Use this space for any additional information you think would help us evaluate your application (unique accomplishments, skills, or activities): _____

Have you ever been convicted* for any violation(s) of law, including moving traffic violations. Yes No

If YES, please provide the following:

Description of offense: _____

Statute or ordinance (if known): _____ Date of charge: _____ Date of conviction: _____

County, City, State of Conviction _____

(For additional convictions use plain paper and include all information listed above)

*Convictions include Virginia juvenile adjudications for Capital Murder, First and Second Degree Murder, Lynching, or Aggravated Malicious Wounding, if you were fourteen (14) to eighteen (18) years old when charged.

Signature _____ Date _____

The Federal Work-Study Program provides part-time employment for students who have financial need as demonstrated by the financial aid application. Preference for the program will be given to students who have not completed requirements for a degree, diploma, or certificate and **who are not enrolled in developmental classes**. Most work-study awards are for 10-12 hours per week at \$7.75 per hour. The work may be on or off campus.

OFFICE USE ONLY

Need _____ GPA _____

Number of Credits: Fall _____ Spring _____ Summer _____