

Before starting, please read the entire document.

- Students must first complete the Free Application for Federal Student Aid (FAFSA) and receive notification from the Financial Aid Office of eligibility for need-based funds.
- Available Work Study positions are listed on the DCCC Work Study web page or through the office of Career Development Services in the Mendenhall Building. Reviewing these applications first will help you complete your application.
- After identifying available positions of interest to you, complete this application thoroughly and honestly. The more information provided, the more likely you are to be selected for an interview.

Notes about Work Study:

- The selection process may include a review of your grades, academic progress, and level of enrollment.
- Work Study positions are limited, therefore some applicants may not be selected and placed.
- Work Study provides an opportunity to gain valuable work experience and earn income while in school.

Personal Information

DCCC ID NUMBER	DATE OF BIRTH
LAST NAME	FIRST NAME
PHONE NUMBER	DCCC STUDENT EMAIL ADDRESS @DavidsonCCC.edu
MAILING ADDRESS	
CITY, STATE, ZIP CODE	
HAVE YOU HELD A CAMPUS WORK STUDY POSITION BEFORE? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe your responsibilities: _____ _____ Dates of employment: _____ Department/Office: _____ Name of Supervisor: _____	

Site Selection

You may apply for any position; please list your top choices here, along with the contact information.

POSITION:	CONTACT PERSON:
POSITION:	CONTACT PERSON:
POSITION:	CONTACT PERSON:
POSITION:	CONTACT PERSON:
POSITION:	CONTACT PERSON:

Education

WHAT IS YOUR CURRENT MAJOR AT DCCC?	WHAT IS YOUR EXPECTED GRADUATION DATE?
WHAT HAVE YOU LEARNED FROM YOUR DCCC COURSE WORK THAT APPLIES TO THESE POSITIONS?	

Please list any additional education below.

COLLEGE OR TRADE SCHOOL	MAJOR
HIGH SCHOOL	
OTHER EDUCATION (MILITARY TRAINING, WORK-SPECIFIC COURSES, ETC.)	

continued →

Skills

Keyboarding Skills *Select one*

- Basic (<30 wpm)
- Beginner (31-40 wpm)
- Average (41-50 wpm)
- Above Average (51-60 wpm)
- Intermediate (61-70 wpm)
- Advanced (71-80 wpm)
- Excellent (>81 wpm)

Computer Skills *Select all that apply*

- Word
 - PowerPoint
 - Excel
 - Email
 - Database Software
 - Copiers and Fax Machines
 - Publishing Software
Publisher, PageMaker, InDesign, etc.
 - Other Software
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Clerical Skills *Select all that apply*

- Filing
- Answer Telephone
- Greet Customer
- Keep Accurate Count of Visitors
- Schedule Appointments
- Book Conference Rooms
- Arrange Meetings
- Set Up Meeting Space
- Process Mailings

Customer Service Skills *Select all that apply*

- Speak to Customers in a Friendly Manner
- Monitor Emotional Reactions
- Explain Difficult Processes
- Take Orders
- Ability to Work with All Customers
- Explain Services and Recommend Best Option

Organization and Data Skills *Select all that apply*

- Calculate Numbers
- Create and Maintain Lists of Specific Items
- Inventory Skills
- Research Topics
- Create Information Packets
- Deliver Material to Multiple Locations
- Track Supplies and Materials
- Keep Work Spaces Neat and Orderly

Communication Skills *Select all that apply*

- Document Editing Skills
- Take and Deliver Clear Telephone Messages
- Write Clear, Concise, and Professional Email
- Accept Feedback
- Provide Thoughtful and Constructive Opinions
- Resolve Conflicts in a Professional Manner
- Understand Other Views

Other Skills

List other skills applicable to the position.

Completion

- The information provided on this application is accurate, true, and complete. Completion of this application is not a guarantee of employment through the Work Study program. Financial aid eligibility still applies.*
- I completed this form electronically. Checking this box is equivalent to my signature.*

Instructions for submitting your application:

- 1) Please save your completed work study application to your computer or an external drive.
 - 2) Once saved, email the application to **CS@DavidsonCCC.edu**. Paper copies will not be accepted.
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