

Work Study Employment Application



Before starting please read the entire document.

- Students must first complete the Free Application for Federal Student Aid (FAFSA) and received 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 Career Development Center 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, AND ZIP CODE	
HAVE YOU HELD A WORK STUDY POSITION PREVIOUSLY AT DCCC? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when? _____ What department? _____	

Education

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

Education - continued

Please list any additional education below:

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

Skills

Keyboarding Skills -

Select one

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

Computer Skills -

Select all that apply

- Word
 - Power Point
 - Excel
 - Email
 - Database software
 - Copiers and Fax Machines
 - Publishing Software -
Publisher, PageMaker, InDesign, etc.
 - Other software
-
-

Clerical Skills -

Select all that apply

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

Customer Service Skills -

Select all that apply

- Speaking to Customers in a Friendly Manner
- Monitor Emotional Reactions
- Explain Difficult Processes
- Taking 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
- Taking and Delivering Clear Telephone Messages
- Writing Clear, Concise and Professional Email
- Accepting Feedback
- Providing Thoughtful and Constructive Opinions
- Resolve Conflicts in a Professional Manner
- Understand Other Views

Other Skills -

List other skills applicable to the position

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Employment History

Please list in your most recent position first:

COMPANY NAME	DATES OF EMPLOYMENT
JOB TITLE	REASON FOR LEAVING
DESCRIBE YOUR WORK	
COMPANY NAME	DATES OF EMPLOYMENT
JOB TITLE	REASON FOR LEAVING
DESCRIBE YOUR WORK	
COMPANY NAME	DATES OF EMPLOYMENT
JOB TITLE	REASON FOR LEAVING
DESCRIBE YOUR WORK	
COMPANY NAME	DATES OF EMPLOYMENT
JOB TITLE	REASON FOR LEAVING
DESCRIBE YOUR WORK	

continue →

Site Selection

You may apply for any position, please list your top choices here. Please list their contact information.

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

Signature

- 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.

Signature:

Date