

WORK STUDY APPLICATION

NAME _____ STUDENT ID# _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____ MAJOR _____

EMAIL _____ USER NAME _____

CLASS STANDING: (circle one) Freshman Sophomore Junior Senior

EMPLOYMENT HISTORY: (List three previous, beginning with the most recent)

Company	Supervisor	Phone	Title/duties

SKILLS:

- | | | |
|--|---|---|
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Communication skills | <input type="checkbox"/> Library experience |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Word Processing | <input type="checkbox"/> Office equipment |
| <input type="checkbox"/> Customer service skills | <input type="checkbox"/> Maintenance/cleaning | <input type="checkbox"/> Cash handling experience |
| <input type="checkbox"/> Data entry | <input type="checkbox"/> Filing | <input type="checkbox"/> Accounting |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

I understand that, by completing this application, I have read and understand the information below and I am giving my consent to have all relevant information made available to prospective employers at Indiana University East.

Work study is... Part of your financial aid package. Paid part-time employment; you will complete an interview process in which you may or may not be hired.

Work study is not... A grant or gift, a guaranteed position, a place to do homework or just spend time between classes, something to do instead of going to class, or a job where you can show up whenever you want.

Expectations to cover with your employer... Attire, office behavior and showing pride in your place of employment. IU East is the center for lifelong learning for Eastern Indiana. We are proud that we make a difference in our corner of the world. We have the slogan "choose IU, choose quality." Reflect that IU pride and quality in your work and in your interaction with our customers. Remember that **YOU** are IU East to our customers!

Signature Date

FORM MUST BE COMPLETED BY FINANCIAL AID

Eligible _____ Hours.

Eligible if _____, _____ Hours.

Signed by Financial aid Date