



University of the Incarnate Word

Office of Financial Aid

Work-study Application Form

In order to be employed on campus, you must complete a work-study application form and return the form to the Office of Financial Assistance. The submission of this application, however, does not guarantee a job.

Please complete and return the Work-Study Application to the Office of Financial Assistance by:

- June 30 (if starting in Summer 2008 or Fall 2008)
- November 30 (if starting in Spring 2009)

Job interviews are granted on campus on a first-come, first-serve basis. If hired, you must provide proof of your eligibility to work in the U.S. to the Human Resources Office, sign a contract, and receive a payroll time sheet before beginning work on campus.

Instructions:

New applicants must complete all pages of the application. Work history/experience may be either noted on the application or you may attach a resume.

Returning students must complete at least page 1 of the application. If you are not going to return to the job you had in the prior year, then you must complete all pages of the application. Work history/experience may be either noted on the application or you may attach a resume.



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Work-study Application Form

Name: _____ SSN or ID: _____
First Name Middle Initial Last Name

Local Address: _____
Street Address City State Zip Code

Email Address: _____

Local Phone: _____ Cell Phone: _____

Class standing 2008-09: ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ GRAD

Major: _____ Minor: _____

Will you be enrolled for: ___ Summer 2008 ___ Fall 2008 ___ Spring 2009

Are you living: ___ on campus ___ off campus*

- If living off campus, how many miles do you live from campus? _____
- If living off campus, do you have your own transportation? _____

Did you work on campus in 2007-08? ___ Yes ___ No

- If yes, specify where: _____
- If yes, list supervisor's name: _____
- If yes, do you wish to return to your previous job? ___ Yes ___ No

How many hours a week can you work: ___ less than 10 ___ 10 to 15 ___ 15 to 20

Which days and hours can you work:

___ Mon	_____ to _____	and/or	_____ to _____
___ Tues	_____ to _____	and/or	_____ to _____
___ Wed	_____ to _____	and/or	_____ to _____
___ Thr	_____ to _____	and/or	_____ to _____
___ Fri	_____ to _____	and/or	_____ to _____
___ Sat	_____ to _____	and/or	_____ to _____
___ Sun	_____ to _____	and/or	_____ to _____

If you worked on campus last year and your supervisor requested that you return to your job this year, stop here. If you are new to the work-study program or if you wish to work in a new department, complete the remaining sections of this form.

I. Skills/Experience Inventory: Do you have any of the following skills/experience (please check all that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Artistic | <input type="checkbox"/> Filing | <input type="checkbox"/> Studio Assistant |
| <input type="checkbox"/> Cashier | <input type="checkbox"/> Food Service | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Phone Skills | <input type="checkbox"/> Trainer |
| <input type="checkbox"/> MS Word | <input type="checkbox"/> Grounds/Maintenance | <input type="checkbox"/> Tutor/Teacher's Aide |
| <input type="checkbox"/> MS Excel | <input type="checkbox"/> Lab Assistant | <input type="checkbox"/> Typing (wpm_____) |
| <input type="checkbox"/> MS PowerPoint | <input type="checkbox"/> Library Aid | <input type="checkbox"/> Wellness/Athletics |
| <input type="checkbox"/> Photoshop | <input type="checkbox"/> Mail Clerk | <input type="checkbox"/> Other (please describe) |
| <input type="checkbox"/> Illustrator | <input type="checkbox"/> Managerial | _____ |
| <input type="checkbox"/> Other | <input type="checkbox"/> Mentoring | _____ |
| <input type="checkbox"/> Certified in CPR | <input type="checkbox"/> Public Relations | _____ |
| <input type="checkbox"/> Certified Lifeguard | <input type="checkbox"/> Purchasing/Warehouse | _____ |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Receptionist | |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Stocking | |
| <input type="checkbox"/> Drafting | <input type="checkbox"/> Supervisory | |

II. Offices/Departments: The following UIW offices/departments have work-study positions available. Rank your top 5 options in order of preference.

- | | | |
|---|--|---|
| <input type="checkbox"/> Art Department | <input type="checkbox"/> Campus Ministry Office | <input type="checkbox"/> Payroll |
| <input type="checkbox"/> Costume Shop | <input type="checkbox"/> Counseling | <input type="checkbox"/> Purchasing |
| <input type="checkbox"/> HAAS Office | <input type="checkbox"/> Health Services | <input type="checkbox"/> Post Office |
| <input type="checkbox"/> Psychology Department | <input type="checkbox"/> Logos/Campus Newspaper | <input type="checkbox"/> Switchboard |
| <input type="checkbox"/> Music Department | <input type="checkbox"/> Residence Life | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Pastoral Institute | <input type="checkbox"/> Student Center | <input type="checkbox"/> Alumni & Planned Giving |
| <input type="checkbox"/> Scene Shop | <input type="checkbox"/> Academic & Student Affairs | <input type="checkbox"/> Development/Alumni |
| <input type="checkbox"/> Theater/Box Office | <input type="checkbox"/> Academic Advising | <input type="checkbox"/> Relations |
| <input type="checkbox"/> School of Design and Media | <input type="checkbox"/> ADCaP Office | <input type="checkbox"/> Foundations/Corporate |
| <input type="checkbox"/> Interior Design | <input type="checkbox"/> Career Services | <input type="checkbox"/> Relations |
| <input type="checkbox"/> Computer Info. Systems | <input type="checkbox"/> Faculty Council | <input type="checkbox"/> Institutional Advancement |
| <input type="checkbox"/> Applied Arts | <input type="checkbox"/> Graduate Office | <input type="checkbox"/> President's Office |
| <input type="checkbox"/> Computer Graphic Arts | <input type="checkbox"/> Learning Assistance Center/ | <input type="checkbox"/> Mission Effectiveness |
| <input type="checkbox"/> Communication Arts | Testing | <input type="checkbox"/> Administration Office |
| <input type="checkbox"/> Business Administration | <input type="checkbox"/> Library | <input type="checkbox"/> Administrative Computing |
| <input type="checkbox"/> School of Education | <input type="checkbox"/> School of Pharmacy | <input type="checkbox"/> Admissions |
| <input type="checkbox"/> Dean of Education | <input type="checkbox"/> Provost's Office | <input type="checkbox"/> Athletics/Convocation |
| <input type="checkbox"/> School of Nursing | <input type="checkbox"/> Registrar's Office | <input type="checkbox"/> Center |
| <input type="checkbox"/> Nursing Learning Resource | <input type="checkbox"/> St. Anthony's High School | <input type="checkbox"/> Financial Assistance |
| Center | <input type="checkbox"/> Incarnate Word High School | <input type="checkbox"/> Instructional Technology |
| <input type="checkbox"/> Math, Science & | <input type="checkbox"/> Accounts Payable | <input type="checkbox"/> Print Shop/Copy Center |
| Engineering | <input type="checkbox"/> Business Office | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Chemistry Lab | <input type="checkbox"/> Campus Police | <input type="checkbox"/> Web Design |
| <input type="checkbox"/> Biology Lab | <input type="checkbox"/> Comptroller's Office | <input type="checkbox"/> Wellness Center/Natatorium |
| <input type="checkbox"/> Nutrition | <input type="checkbox"/> Grounds/Facilities | <input type="checkbox"/> International Student |
| <input type="checkbox"/> Food Service/Sodexo | <input type="checkbox"/> Management | <input type="checkbox"/> Services |
| <input type="checkbox"/> Campus Life Office | <input type="checkbox"/> Human Resources | |

III. Employment History: Do you have either paid or volunteer work experience? ___ Yes ___ No

If yes, provide information on all jobs (paid and unpaid) you have held in the last 5 years. If more space is required, attach additional pages. If you have a full resume, you may attach the item to your resume and skip entering information in this section.

Position:	Date(s) Worked: ___/___/___ to ___/___/___
Employer:	___ Full Time ___ Part Time ___ Contract
Supervisor:	Title:
Address:	
Telephone:	
Duties/Responsibilities:	
Reason for Leaving:	

Position:	Date(s) Worked: ___/___/___ to ___/___/___
Employer:	___ Full Time ___ Part Time ___ Contract
Supervisor:	Title:
Address:	
Telephone:	
Duties/Responsibilities:	
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Telephone	
Duties/Responsibilities:	
Reason for Leaving:	

Position:	Date(s) Worked: ___/___/___ to ___/___/___
Employer:	___ Full Time ___ Part Time ___ Contract
Supervisor:	Title:
Address:	
Telephone	
Duties/Responsibilities:	
Reason for leaving:	

IV. References: List the names and contact information of three individuals who know you, are familiar with your background, and whom you feel would be comfortable recommending you for a position on campus.

1. Name: _____

Telephone: _____

Email: _____

2. Name: _____

Telephone: _____

Email: _____

3. Name: _____

Telephone: _____

Email: _____

Student Signature _____ Date _____