

**FEDERAL WORK STUDY
2009-2010
STUDENT JOB REQUEST FORM**

Fall _____ Spring _____ Summer (begins 7/1/09) _____
(Please check all semester(s) you would ideally like to be placed.)

Please answer the following questions to assist us in placing you:

1. Do you have any prior work or volunteer experience? Yes _____ No _____
If yes, briefly describe what type of positions you've held and what your responsibilities were:

2. Do you have any experience using computers? Yes _____ No _____
If yes, please list which programs you are familiar with:

3. Approximately how many hours per week would you like to work (max. 20 hrs/wk)? _____

4. Are you willing to work evenings, if necessary? _____

5. Are you interested in working off-campus in a community service organization (for which you would be paid through Federal Work Study)? _____

6. Some Federal Work Study positions require the ability to communicate effectively in English. Please describe your English speaking/comprehension skills: Fair Proficient Fluent

7. For the same reason, the ability to speak another language may be helpful. If you are bilingual or proficient in the use of another language, please indicate what language and skill level:
Language: _____ Speaking/Comprehension Skills: Fair Proficient Fluent

Please be advised that by completing this form you agree to have your name placed on the Wait List for a Federal Work Study position. If funding and a position become available, you will be called to come in for an interview (generally in the order in which you were put on the waiting list). For this reason, please be sure to update your contact information with the college if your address or phone number changes at any time during the year. If your phone number is not kept current, or if you do not respond to our phone call within one week, your name will be removed from the wait list. If you are not placed in a position during the 2009-2010 academic year, you must request to be put on the Wait List again for the next academic year. *NOTE: In order to receive Federal Work Study, you must be eligible for financial aid AND have remaining financial need after any grants and loans you have accepted.* If you are not eligible for Federal Work Study, your name will automatically be removed from the wait list. *Placing your name on the Wait List does not guarantee you will be placed in a work study position.*

I have read and understand the above. I have answered the questions to the best of my knowledge and wish to be placed on the Federal Work Study Wait List.

Student Signature _____ Date _____

Student Name (Print): _____ Student ID/SSN _____

Student Phone # _____ Student email address _____

Quinsigamond Community College is an affirmative action/equal opportunity/diversity employer and does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, disability, veteran status, or marital status in its educational programs, activities, admissions, or employment policies. It is the policy of Quinsigamond Community College to comply with the requirements of Federal Executive Orders 11246 and 11375 as amended, Title VI, Civil Rights Act 1964 as amended; Title IX, Education Amendments Act of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; Section 402, Vietnam Era Veterans Readjustment Act of 1988; Americans with Disabilities Act of 1990; the Civil Rights Act of 1991; and pertinent laws, regulations, and Executive Orders of the Commonwealth of Massachusetts, directives of the Massachusetts Board of Higher Education, and other applicable state and federal laws.