

**FEDERAL WORK STUDY  
STUDENT JOB REQUEST FORM**

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

1. Please describe what types of positions you've held and what your responsibilities were:

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2. Please list any of your special skills/qualifications:

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3. Please list the computer programs you can use, such as Microsoft Word, Excel, etc.

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

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

6. Are you interested in working during the Summer?    Yes    No

**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 sent an email to your Student Email address or be called to pick up a packet and view the available positions (generally in the order in which you were put on the waiting list). Students who are selected for a Work Study position will have to pass a CORI check. Please make sure your contact information is current. If your contact information is not kept current, or if you do not respond within one week, your name will be removed from the wait list. You must check your Student Email and respond to any requests, if required, to maintain your place on the waitlist. *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. You must also be continuously enrolled at QCC to receive Federal Work Study. 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 Name (Print): \_\_\_\_\_

Student ID \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone # \_\_\_\_\_

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