



Work Study Referral

SE Office Use Only:	
Date Received:	_____
FA Status:	_____ GPA: _____
GPA	_____ Units: _____
DEPT Referred:	_____

Student Name: _____ SID# _____ Date: _____
Last First

Address _____

Home #: () _____ Email Address: _____

Alternate #: () _____ Available Start Date: _____

Education

- High School Diploma GED H.S Proficiency Certificate

Major: _____ Career Goal: _____

Additional Training

School/ Training	Courses	Hours Completed	Completed/ Certificate Awarded
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes

Skills

- Typing _____ WPM Clerical
- Word Other Programs _____
- Powerpoint List 3 additional work skills _____
- Excel List any Languages other than English you speak and write fluently: _____
- Access _____

Employment History

Job interest(s) and Area of work _____

(Optional: Attach Resume or additional work history)

From _____ To _____	Job Duties: _____
Co. Name _____	_____
Job Title _____	_____
Highest Hrly wage _____	_____
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time # of Hrs(Wk) _____	

From _____ To _____	Job Duties: _____
Co. Name _____	_____
Job Title _____	_____
Highest Hrly wage _____	_____
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time # of Hrs(Wk) _____	

Workforce Preparation Verification

- Work Study Eligible, WTW on file valid _____ to _____ SUM _____ FAL _____ WIN _____ SPR _____

Authorized By: Counselor/ Coordinator- Terrie Hawthorne _____ Date: _____

Scanned to STUDENT EMPLOYMENT (*micaela.murphy@mvc.edu*) on: _____ BY: _____