

# Atlanta Metropolitan College

## Federal/Institution Work-Study Program Application for Student Employment

Name: \_\_\_\_\_ AMCID#: \_\_\_\_\_

Local/Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Student Data

Gender: *Male* *Female*

Classification: *Freshman* *Sophomore*

Have you ever participated in the Federal Work-Study Program at AMC? *Yes* *No* If Yes, what years? \_\_\_\_\_

Department where you were assigned: \_\_\_\_\_

Were you awarded Federal Work -Study Program for the Fall and Spring Semester? *Yes* *No*

### Hours You Are Available To Work

	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
Morning							
Afternoon							
Evening							

### Indicate All Areas In Which You Have Prior Work Experience

Filing  
Typing (\_\_\_\_ wpm)  
Answering Phones  
Data Entry (\_\_\_\_ khp)

Bookkeeping  
Accounting  
Data Organization  
Adding Machine

Fax Machine  
Copier  
General Office  
Computers

### List Your Most Recent Jobs

(other than work-study assignments)

Employer: \_\_\_\_\_ Position: \_\_\_\_\_ How Long: \_\_\_\_\_  
Employer: \_\_\_\_\_ Position: \_\_\_\_\_ How Long: \_\_\_\_\_  
Employer: \_\_\_\_\_ Position: \_\_\_\_\_ How Long: \_\_\_\_\_

List additional skills and abilities you have which you feel would be helpful in your job placement: \_\_\_\_\_

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

