

Student Employee and Work-Study Application for Employment

Name: _____ Crowder ID: _____

Phone Number: _____ Exp. Grad Semester _____

Major: _____

Email: _____

Have you ever been employed as a Work-Study student at Crowder College? Yes No

How many hours have you been approved to work in this program for the current academic year? _____

***Make sure to verify with the Financial Aid Office. If located at a branch campus, you may email FinancialAid@Crowder.edu.*

At what campus location(s) do you have availability to work?

Cassville	Joplin ATTC	McDonald County	Neosho
Nevada	Webb City	No preference	

What is your preferred type of position?

Cleaning/janitorial	Office	Retail	No preference
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Rate yourself in the following areas, using a rating scale of 1-10 with 10 being very efficient.

_____ Oral Communication	_____ Computer Skills	_____ Punctuality
_____ Written Communication	_____ Filing	_____ Flexibility
_____ Interpersonal Skills	_____ Telephone Etiquette	_____ Attention to Detail

Rate your skills in each of the following areas, using E-for efficient, L-for learning, and W-for willing to learn.

_____ Email	_____ Microsoft Word	_____ Microsoft Excel
_____ Microsoft Publisher	_____ Mail Merge	_____ Microsoft Access

- **The Office of Career and Transfer Services will hold work-study applications for employment for up to one academic year.**
- **If your aid eligibility or use of federal student aid changes during the academic year, you may potentially lose your work-study eligibility.**
- **If your enrollment status changes during the academic year, you may potentially lose your work-study eligibility**

Do you agree to and understand these terms? Yes Initials: _____ Date: _____

Please return this completed form to Career and Transfer Services.

Location: Student Center, Neosho campus

Email: CareerServices@Crowder.edu