

# Work Study Application

Position Applied for: \_\_\_\_\_ Student ID#: \_\_\_\_\_

## Applicant Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit#

City State Zip Code

If hired, can you provide proof of right to legally work in the United States?  YES  NO

Have you ever been employed at Heritage University?  YES  NO If yes, when?

If yes, what department? \_\_\_\_\_ May we contact this supervisor?  YES  NO

Have you ever been convicted, released or pled no contest to any felony offense?  YES  NO

A conviction record will not necessarily disqualify you for employment. Each case is considered on its own merits. If YES, indicate the nature of the offense, date, court and disposition.

\_\_\_\_\_  
\_\_\_\_\_

## Education

Indicate the highest level of education you have completed.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Freshman (less than 30 cr.) | <input type="checkbox"/> Full-Time (12+ cr.) | Language abilities, other than English: |
| <input type="checkbox"/> Sophomore (30-59 cr.)       | <input type="checkbox"/> 3/4 Time (9-11 cr.) | <input type="checkbox"/> Speak: _____   |
| <input type="checkbox"/> Junior (60-89 cr.)          | <input type="checkbox"/> 1/2 Time (6-8 cr.)  | <input type="checkbox"/> Read: _____    |
| <input type="checkbox"/> Senior (90+ cr.)            | <input type="checkbox"/> Less than 6 cr.     | <input type="checkbox"/> Write: _____   |

Are you currently enrolled?  YES  NO Major: \_\_\_\_\_

## Availability

What is your current availability? (Please specify hours.)

MON: \_\_\_\_\_ TUES: \_\_\_\_\_ WED: \_\_\_\_\_  
THURS: \_\_\_\_\_ FRI: \_\_\_\_\_

## Extracurricular Activities

List any extracurricular Actives or Club/Officer Affiliation:

\_\_\_\_\_  
\_\_\_\_\_

### Previous Employment

Present or Last Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job duties: \_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ May we contact your previous supervisor?  YES  NO

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

### Additional Information

In which of the following areas do you have previous experience? **Check all that apply.**

#### Computer

##### Program(s) Skill:

- Word
- Excel
- Email
- PowerPoint
- Publisher

##### Office Setting:

- Phone
- Confidentiality
- Filing
- Inventory
- Reception Area

##### Food Service

- Cooking
- Serving
- Measuring
- Cleaning
- Food Handler's Card

##### Currency:

- Bookkeeping
- Accounting
- Cashier
- 10-Key
- Banking

##### Customer Service:

- Greeting Customers
- Handling Inquiries
- Multi-tasking
- Inventory
- Answering Phones

Other skills: \_\_\_\_\_  
\_\_\_\_\_

### Disclaimer and Signature

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal. I authorize Heritage University to investigate my past employment, background, and criminal background.

If hired through the work study program I understand that I must maintain academic satisfactory progress. Completing this application does not guarantee work study placement or funding.

**Electronic Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submitting this application via email constitutes your electronic signature. This application shall be deemed for all purposes to have been "signed" and will constitute an "original" when printed from electronic records established and maintained by The Office of Financial Aid & Scholarships, if an electronic signature is contained.

Please mail completed application to Office of Financial Aid & Scholarships, Attention: Emily Mann, 3240 Fort Road, Toppenish, WA 98948, by email at mann\_e@heritage.edu or by Fax: 509 865-8659.

### Office Use Only

Eligible:  YES  NO Need: \$ \_\_\_\_\_ G.P.A.: \_\_\_\_\_ Currently enrolled:  YES  NO  
Federal Eligible:  YES  NO State Eligible:  YES  NO FAFSA or WASFA/DACA