



**PLEASE CHECK FROM THE ITEMS BELOW WHICH OFFICE EQUIPMENT YOU CAN OPERATE AND WHAT SOFTWARE PROGRAMS YOU ARE PROFICIENT IN. IF YOU HAVE ANY ADDITIONAL SKILLS, PLEASE WRITE THEM IN.**

- |  |  |
|--|--|
| <input type="checkbox"/> Typing—WPM _____              | <input type="checkbox"/> Microsoft Word        |
| <input type="checkbox"/> Filing—Alphabetical/Numerical | <input type="checkbox"/> Microsoft Excel       |
| <input type="checkbox"/> Multi-Line Telephone          | <input type="checkbox"/> Microsoft Power Point |
| <input type="checkbox"/> Copier                        | <input type="checkbox"/> Microsoft Access      |
| <input type="checkbox"/> Fax Machine                   | <input type="checkbox"/> Microsoft Publisher   |

**PLEASE CHECK THE DEPARTMENT(S), LISTED BELOW, THAT YOU ARE INTERESTED IN WORKING FOR. YOU WILL NOT BE LIMITED TO THE DEPARTMENTS YOU CHECK BELOW AS YOUR PREFERENCE. WORK-STUDY ASSIGNMENTS ARE USUALLY 20-25 HOURS WEEKLY.**

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> ADMISSIONS/RECORDS  | <input type="checkbox"/> CAMP LEJEUNE EXT | <input type="checkbox"/> FLEET MAINTENANCE     | <input type="checkbox"/> PHYSICAL EDUCATION |
| <input type="checkbox"/> AMERICA READS       | <input type="checkbox"/> CONTINUING ED    | <input type="checkbox"/> INFORMATION RESOURCES | <input type="checkbox"/> PHYSICAL PLANT     |
| <input type="checkbox"/> ART                 | <input type="checkbox"/> COSMETOLOGY      | <input type="checkbox"/> LEARNING RESOURCE CTR | <input type="checkbox"/> SECURITY           |
| <input type="checkbox"/> BIOLOGY & CHEMISTRY | <input type="checkbox"/> DENTAL DEPT      | <input type="checkbox"/> MATHEMATICS           | <input type="checkbox"/> SGA                |
| <input type="checkbox"/> BOOKSTORE           | <input type="checkbox"/> DIESEL           | <input type="checkbox"/> MCAS NEW RIVER        | <input type="checkbox"/> SMALL BUSINESS CTR |
| <input type="checkbox"/> BUSINESS SERVICES   | <input type="checkbox"/> ENGLISH          | <input type="checkbox"/> MUSIC                 | <input type="checkbox"/> STUDENT SERVICES   |
| <input type="checkbox"/> CAFETERIA           | <input type="checkbox"/> FINANCIAL AID    | <input type="checkbox"/> NURSING               | <input type="checkbox"/> SWITCHBOARD        |
| <input type="checkbox"/> CAREER CENTER       |   |  |   |

\*Your application will be placed into a pool of Work Study applications. The application will remain in the FWS Coordinator's office until a department requests applications for a new or additional Work Study position. Each time your application is sent out, it will be documented for my records. You can request at any time to see your application and the departments it has been sent out to. Please note that many students wait months before getting a Work Study position (if one becomes available), and some wait only a few days or weeks. **The Work Study Coordinator does not hire students. Each department contacts, interviews, and hires their choice to fill their Work Study positions.** It is your responsibility to make sure that your Work Study application is up to date with a correct mailing address and telephone number; do not assume that just because you update your information with the school that your application will automatically be updated. Each semester I will send out a contact information form and availability form. If the form is not returned by the specified date your application will be discarded and to be re-entered into the pool of applications, you will have to fill out a new application.

**I have read the above information and certify that the above information is correct and accurate to the best of my knowledge. I understand the application and hiring process for the FWS program at Coastal Carolina Community College. I also understand it is my responsibility to ensure that my contact information is kept up-to-date with the FWS Coordinator and that failure to do so may result with the discarding of my application.**

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