



Office of Financial Aid

1637 Bedford Avenue, S-108  
Brooklyn, NY 11225  
T: (718) 270-6141  
F: (718) 270-6194

**Federal Work Study Job Application**

This application is the basis of your work assignment which depends upon your skills experience and free time – all matched to an available position.

Student's Name \_\_\_\_\_ EMPLID: \_\_\_\_\_  
Address \_\_\_\_\_ Phone# \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
E – Mail Address \_\_\_\_\_  
Major Plan of Study \_\_\_\_\_

(Check one) \_\_\_ Freshman \_\_\_ Sophomore \_\_\_ Junior \_\_\_ Senior

Have you ever worked before?     Yes  No

**Tell Us About Your Skills**

**General Office Skills**

- Typing ( \_\_\_\_\_ wpm)
- Filing
- Reception, Answer Telephone
- Other \_\_\_\_\_

**Word Processing Skills**

- MS Word
- MS Excel
- MS PowerPoint
- Other \_\_\_\_\_

**Language Fluency**

- Fluency in other language(s) beside English
- Indicate languages: \_\_\_\_\_

**Library Skills**

- Shelving Books
- Filing
- Data Entry
- Knowledge of CUNY+ Catalog
- Other \_\_\_\_\_

**Child Care Skills**

- Working w/infants
- Working w/pre-school
- Working w/grade-school
- Working w/differently disabled children

**Education Skills**

Tutoring in following subject(s) areas:  
\_\_\_\_\_

**Tell Us About Your Previous Job Experience**

(List your jobs in chronological order starting with the most recent or attach a Resume)

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

**List the hours you are free to work on the following days:**

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_  
Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_