



Southeastern Illinois College
Financial Aid Office
3575 College Rd.
Harrisburg, IL 62946
Phone: (618) 252-5400 Fax: (618) 252-3062
Email: fao@sic.edu

Work Study
Job Application

In lieu of completing the work study application, students may submit a typed resume with the complete information to the appropriate supervisor. If available, please provide a copy of your class schedule.

Name: _____ ID#: _____

Address: _____
Street City State Zip

Phone: _____ Email: _____

Program of Study: _____ Anticipated Graduation Date: _____

Work Study Position Applying For: _____

Do you have dependable transportation? [] Yes [] No

Available to begin work: ____/____/____

Current or anticipated enrollment: [] Full time [] Part time

Education: _____

Military Service (if applicable): _____

Skills and Qualifications:

- [] Typing _____ WPM [] Data Entry _____ KSPH [] Copier
[] Personal Computer [] Fax machine [] Calculator
[] Microsoft Office (check all that apply)
[] Word ® [] Excel ® [] Access ® [] PowerPoint ® [] Publisher ®

Other specific qualifications pertaining to the position: _____

Continue to back

Employment History:

Begin with the most recent employment and list all jobs in reverse order. If additional space is needed, please attach a separate sheet.

Employer Name: _____ Supervisor's Name: _____

Address: _____

Phone: _____ Employment Dates: _____

Job Duties and Responsibilities: _____

Employer Name: _____ Supervisor's Name: _____

Address: _____

Phone: _____ Employment Dates: _____

Job Duties and Responsibilities: _____

References:

Please provide at least two references:

Name: _____ Title: _____

Business/Organization: _____

Phone: _____ Email: _____

Name: _____ Title: _____

Business/Organization: _____

Phone: _____ Email: _____

By signing, you are indicating the information you provided is true and accurate to the best of your knowledge. You are also certifying that you understand misrepresentation or false information may result in denial of additional aid and possibly termination of your employment.

Student's signature

Date