Employing Agency Name and Department (ex. College of the Mainland\Student Financial Services):
Name: _________________________________________________________________________________________
Address: _______________________________________________________________________________________

Phone Number : _________________________  E-mail address: ___________________________________

Work Schedule (days & hours) _____________________________________________________________________

Average hours per week (not to exceed 19) ________________

Number of positions available: ________________

Please check type of work:
  o Professional
  o Maintenance
  o IT /Computer
  o Clerical
  o Dining Services
  o Technical
  o Custodial
  o Other (please explain): _________________

Please list student’s duties and responsibilities:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Please list job qualifications:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Please list experience gained that will complement student’s academic program or career goals (required for all Federal Work-Study job listings):

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

All students employed in college work-study will undergo a criminal background check, per College of the Mainland policy.

Please review the checklist of duties and responsibilities and mark as appropriate:

Handling financial, student or personnel data or records?                          ____ Yes        ____ No
Confidential or sensitive data or information?                                               ____ Yes        ____ No
Handling cash, checks, or credit card transactions.              ____ Yes ____ No
Responsibilities for/or providing services to anyone under the age of 18? ____ Yes ____ No
Possessing keys/codes         ____ Yes ____ No
Access to a select agent or toxin as defined by the Centers for Disease Control (CDC) or which will load, unload, prepare for transport, or offer for transportation any quantity of radioactive materials or a quantity of hazardous material which requires placards?     ____ Yes ____ No

Supervisor: This individual must be present at the work site when the student is working. He/she is also the person who regulates hours of work and generally ensures that the employee is performing his/her duties properly.

Supervisor’s name and job
Title: _____________________________________________________________________________
Phone number: __________________ E-mail address: _________________________________
Fax number: __________________
Mailing address (if different from that of contact):  ______________________________________________________

Immediate Supervisor Comments: ____________________________________________________
Signature: __________________________________________
Date: __________________________________________

Management Comments (second level supervisor): __________________________________________
Signature: __________________________________________
Date: __________________________________________
To Be Completed by Federal Work-Study Community Service Employers

Describe the services your organization provides for the local community and how your organization improves the quality of life in the community:

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Describe how this work-study position above will enable your agency to achieve this purpose:

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Please complete checklist of services provided:

Literacy training, reading or math tutor     ____ Yes  ____ No
Healthcare                                     ____ Yes  ____ No
Childcare                                      ____ Yes  ____ No
Welfare, Social Services                      ____ Yes  ____ No
Transportation, housing, or neighborhood improvement ____ Yes  ____ No
Public safety or crime prevention and control  ____ Yes  ____ No
Rural development or community improvement     ____ Yes  ____ No
Work in service opportunities or Youth Corps   ____ Yes  ____ No
Support services for students with disabilities ____ Yes  ____ No
Mentor for such purposes as supporting educational and recreational activities, or counseling   ____ Yes  ____ No

Agency funding sources (check all that apply)
_____ Federal    _____ City/County    _____ State    _____ United Way    _____ Other (please explain)

Agency’s staffing (number of positions):
Full-time paid staff   _____
Part-time paid staff   _____
Student employees     _____
Volunteers             _____
Total staff            _____

Additional comments:
__________________________________________________________________________________________________
__________________________________________________________________________________________________