

FREDERICK COMMUNITY COLLEGE
Work-Study Student Employment Program
Student Employment Application

Name _____ Date _____

Student ID _____ SSN _____ Phone No. _____

Mailing Address _____ email _____

Are you currently attending FCC? Yes _____ No _____

Are you a U.S. citizen or eligible non-citizen? Yes _____ No _____

Have you ever been convicted, pled nolo contendere (no contest) or received probation before judgment for a crime (felony or misdemeanor)? (A conviction is not an absolute bar to employment. The nature of the job for which you are applying, the type and severity of the offense(s), and when the offense(s) occurred are all potentially important.)

Yes _____ No _____

If yes, please explain including the date(s), type of offense, state, and municipality.

Anticipated Enrollment: Fall _____ Spring _____ Summer _____

Anticipated Graduation Date _____ Major _____

Job Desired _____ Date available to start work _____ Hours/Week _____

Work Experience:

Date: From _____ To _____ Company _____ Location _____

Title _____ Duties _____

Date: From _____ To _____ Company _____ Location _____

Title _____ Duties _____

Check the skills you currently have and/or the classes you have completed:

Computer Skills

Typing _____ wpm
 MS Word _____
 MS Excel _____
 MS Access _____
 MS PowerPoint _____
 Web/HTML _____

Customer Service Skills

Retail _____
 Call Center _____
 Food Service _____
 Detail-oriented _____
 Dependable _____
 Enjoy the public _____

Classroom Skills

CIS101/CIS106 _____
 AP Bio or BI 101 _____
 AP Chem or CH 101 _____
 BU100 or 101 _____
 ECD 104 _____
 ED100 _____

Office Skills

Phones _____
 Filing _____
 Copying _____
 Faxing _____
 Reception _____

Physical Skills

Able to lift 50 lbs. _____

Other Skills

Work with children _____

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Student Name _____

Student ID _____

Please describe your career goals. Include any plans you have made or related experiences you have had:

Please tell us why you want to participate in FCC's Work-Study Student Employment Program and what you hope to gain from your experience working on campus.
