

Center for Latin American Studies Work-Study Employment Application

Personal Information:

Name _____ Date _____

Address _____ City _____

Zip Code _____ Class Standing _____

Local Phone _____ Email _____

Red ID _____ Major _____

Your work study allocation: Fall \$: _____ Spring \$: _____

Work Experience:

Have you worked on campus before? Yes No

What were your responsibilities?

Who was your supervisor? _____

Have you worked in an office before? Yes No

What were your responsibilities?

Can you type? Yes No Words Per Minute: _____

Rate your ability to use the following software:

Microsoft Word: Not Familiar Somewhat Proficient Proficient Advanced

Microsoft Excel: Not Familiar Somewhat Proficient Proficient Advanced

Languages:

Do you speak another language? Yes No

If Yes, please rate your abilities:

Spanish:

Reading	Beginner	Intermediate	Advanced	Native
Speaking	Beginner	Intermediate	Advanced	Native
Writing	Beginner	Intermediate	Advanced	Native

Portuguese:

Reading	Beginner	Intermediate	Advanced	Native
Speaking	Beginner	Intermediate	Advanced	Native
Writing	Beginner	Intermediate	Advanced	Native

Other (specify): _____

Reading	Beginner	Intermediate	Advanced	Native
Speaking	Beginner	Intermediate	Advanced	Native
Writing	Beginner	Intermediate	Advanced	Native

Work Preferences

How many hours a week can you work? (maximum is 20 hours) _____

List the days and hours you are available to work:
