



Application for Student Employment in the Financial Aid Office

Date _____ Job ID # _____ Position applying for _____

Full Name _____ E-mail Address _____

BGSU Address _____ Home Address _____

City, State, Zip Code _____ City, State, Zip Code _____

BGSU Phone _____ Home Phone # _____

BGSU ID # _____ Cell Phone # _____

Major _____

What is your current grade level? Freshman Sophomore Junior Senior Graduate

What is your expected graduation date? _____

Are you eligible for Federal Work-Study Funds? Yes No Don't know

How many total hours per week are you interested in working? _____ Date you can start working _____

Are you available to work during the summer and break periods? Yes No Don't know

What hours are you available to work? Our office hours are 8:00 A.M. to 5:00 P.M. Monday – Friday. (Please also attach class schedule.)

Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____

Skills: Please indicate your ability with each of the following, using the following ratings:

- 0 No experience
- 1 Some familiarity
- 2 Somewhat Skilled
- 3 Very Skilled (can train others)

___ Microsoft Word	___ Microsoft Access
___ Microsoft Excel	___ Filing
___ Microsoft PowerPoint	___ Telephone Skills
___ Microsoft Publisher	___ Electronic mail/Internet

Customer Service Experience: Briefly explain any experience you have had in areas of customer service.

Work Experience: Briefly explain any experience you have that relates to position applying for. (Attach resume if available.)

By signing this application, I affirm that the information on this application is true and accurate. I also give the SFA Office permission to share information regarding this application and any resultant employment with any party requesting information.

Student signature

Date

Bowling Green State University is committed to equal opportunity for all and does not discriminate in admission or access to, or treatment of employment in, its programs and activities on the basis of race, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, or veteran status. The Office of Equity, Diversity and Immigration Services, 705 Administration Bldg., BGSU, is responsible for compliance with all relevant statuses, including Title IX, Section 504. Disability Services for Students is located at 413 South Hall and is responsible for compliance with the Americans with Disability Act.

Office Use Only:

Computer Skills: ___ Customer Service: ___

Hired on: _____ Classification _____