



*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: \_\_\_ Student Financial Aid: \_\_\_  
Hired on: \_\_\_ Classification: \_\_\_ Forward this application to the Student Services Counselor for FWS.