



COMMUNITY SERVICE AGENCY INFORMATION FOR OFF-CAMPUS WORK-STUDY PROGRAM

S T U D E N T E M P L O Y M E N T O F F I C E

When you hire a work-study student, please send this form with them to our office so that we may know the pay rate and if the student fulfills our community service requirements. We will then fax the work-study eligibility form to your agency.

Agency: _____

Supervisor Name or Person filling out form: _____

Supervisor Phone #: _____ Student Job Title: _____

Was this position posted in our office? Yes No

Please list below all the student's who worked under this job description:

Student Name in Position	Student HRMS ID Number	Pay rate

1. Does this job address any of the following areas? (Leave blank if not applicable.)

- | | |
|--|---|
| <input type="checkbox"/> Childcare | <input type="checkbox"/> Human Services |
| <input type="checkbox"/> Community Improvement | <input type="checkbox"/> Literacy Training |
| <input type="checkbox"/> Conservation Corps Program | <input type="checkbox"/> Public Training |
| <input type="checkbox"/> Crime Prevention | <input type="checkbox"/> Rural Development |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Service for the Disabled | <input type="checkbox"/> Welfare or Social Services |
| <input type="checkbox"/> Education/Tutorial Services | <input type="checkbox"/> Youth Corps Program |
| <input type="checkbox"/> Environmental Improvement | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Health Care | |
| <input type="checkbox"/> Housing or Neighborhood | |

2. Are the services that your agency provides available to the general public? Yes No

3. Specific Job Duties and Qualifications (you may continue description on the back if needed):

Please note: Students that are working for your agency during the academic year, will need to apply for Summer Work-Study in early February before they may continue working for your agency in the Summer.

Reminder: Students cannot begin working for your agency until you receive the Work-study Eligibility form. You will need one for the academic year and one for summer.

