

Community Service Agency Information

When you hire a work-study student, please send this form with him/her 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 students who work 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"/> Housing or Neighborhood |
| <input type="checkbox"/> Community Improvement | <input type="checkbox"/> Human Services |
| <input type="checkbox"/> Conservation Corps Program | <input type="checkbox"/> Literacy Training |
| <input type="checkbox"/> Crime Prevention | <input type="checkbox"/> Public Training |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Rural Development |
| <input type="checkbox"/> Service for the Disabled | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Education/Tutorial Services | <input type="checkbox"/> Welfare or Social Services |
| <input type="checkbox"/> Environmental Improvement | <input type="checkbox"/> Youth Corps Program |
| <input type="checkbox"/> Health Care | <input type="checkbox"/> Other: _____ |

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.

Please have the student bring with them (ORIGINAL DOCUMENTS ONLY WILL BE ACCEPTED):

- driver's license or school id
- social security card or original birth certificate
- voided check for direct deposit-if no checks than on letterhead from bank the routing number and account number

If you or the student, have any questions about the documents requested for employment, please call our office at 303-492-3548 or 303-492-7349.