

Student Work-Study Job Application Form

Note: Please fill out, print, and submit this fillable PDF form. You can also follow the guides at the DLC website on how to save a filled PDF form and email it to the DLC-related person.

Name: _____	Date: _____
Phone: _____	Email: _____
Address: _____	
Major: _____	Expected Graduation Date: _____

Are you currently employed on Campus?

Yes No

Are you eligible for work-study?

Yes No

How many hours a week can you work?

How soon would you be able to start work?

Type an X if you can work on the following days/times (when you don't have classes).

Early mornings _____ Afternoons _____ Evenings _____

Quarter Breaks _____ Holidays _____ Weekends _____

How did you hear about the position?

Discuss your skills as related to the description and qualifications for this position. (What do you know and/or don't know, and what would require training)

In the space below, please tell us a little more about yourself (e.g. areas of study, work experience, computer/technology skills, hobbies, etc.)

Please place a mark "X" by the software or write out the applications for which you will be able to answer simple user questions (Please note that you are not required to know multimedia development tools):

IBM (or Compatible)	Macintosh OS
_____ Microsoft Word	_____ Microsoft Word
_____ Microsoft Excel	_____ Microsoft Excel
_____ Microsoft PowerPoint	_____ Microsoft PowerPoint
_____ Microsoft Access	_____ Microsoft Access
_____ Adobe Photoshop	_____ Adobe Photoshop
_____ Adobe Premiere	_____ Adobe Premiere
_____ Adobe PageMaker	_____ Adobe PageMaker
_____ Adobe Illustrator	_____ Adobe Illustrator
_____ Web Design with...	_____ Web Design with...
_____ Google Tools (Docs, Form, Sheet, etc.)	_____ Google Tools (Docs, Form, Sheet, etc.)
_____ Authoring Tools (e.g., Storyline) Web	_____ Authoring Tools (e.g., Storyline)
_____ Browser (Firefox, Chrome, IE)	_____ Web Browser (Firefox, Chrome, Safari)
_____ Social Media Tools (e.g., FB, Twitter)	_____ Social Media Tools (e.g., FB, Twitter)
_____ Social Blogs	_____ Social Blogs
_____ Video Conferencing (Zoom, etc.)	_____ Video Conferencing (Zoom, Skype, etc.)
_____ File Storage (Dropbox, Google Drive)	_____ File Storage (Dropbox, Google Drive)
_____ Design Tools like AutoCAD, SketchUp	_____ Design Tools like AutoCAD, SketchUp
_____ Windows 10, etc.	_____ Apple OS X
_____ Audio Recording/Editing (Audacity, etc.)	_____ Audio Recording/Editing (Audacity, etc.)
_____ Video Editing with...	_____ Video Editing with...
_____ Photo Editing/Graphic Design with...	_____ Photo Editing/Graphic Design with...
_____ Adding Captions/Subtitles with...	_____ Adding Captions/Subtitles with...
_____ Photo Slideshow/Digital Storytelling	_____ Photo Slideshow/Digital Storytelling
_____ Using Database (e.g., FileMaker)	_____ Using Database (e.g., FileMaker)
_____ Screen Recording to a Video	_____ Screen Recording to a Video
_____ DVD Creation with iDVD	_____ DVD Creation with iDVD
_____ Course Management System (Canvas, etc.)	_____ Course Management System (Canvas, etc.)
_____ Other	_____ Other

Do you have experience using any of the following equipment?

VGA or HDMI _____ Zoom Share Content _____ DVD/VCR Player _____ Other _____
 Screen Projection _____ Screen Projection _____

Do you have any experience with any of the following languages?

French: _____ German: _____ Italian: _____ Spanish: _____ Russian: _____
 Cantonese: _____ Mandarin: _____ Japanese: _____ Other: _____

If you have been employed before, please list your 3 most recent jobs, starting with the most current:

Dates Employed:	Salary:	Company Name/Phone Number:
Job Title:		Supervisor:
Responsibilities/Duties:		
Reason for Job Ending:		
Dates Employed:	Salary:	Company Name/Phone Number:
Job Title:		Supervisor:
Responsibilities/Duties:		
Reason for Job Ending:		
Dates Employed:	Salary:	Company Name/Phone Number:
Job Title:		Supervisor:
Responsibilities/Duties:		
Reason for Job Ending:		
NOTE: You may also deliver your resume to the DLC staff listed in the job posting if it is not attached.		

Name: _____ Quarter: _____ Year: _____

Please check the boxes corresponding to the hours you would be **AVAILABLE** to work:

	Monday	Tuesday	Wednesday	Thursday	Friday
8-9 am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9-10 am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-11 am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-12 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-1 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1-2 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-3 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-4 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4-5 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-6 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6-7 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7-8 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	