ACADEMIC SKILLS CENTER
APPLICATION FOR CLERICAL ASSISTANT

Name ____________________________________________ Date ____________________

Student ID Number __________________________ UWEC Email __________________________ Telephone ____________________

Current Address _________________________________________________________________

Circle: Fr So Jr Sr Grad GPA ______ Major/Minor ______________________ Expected Graduation Date ________

What courses have you taken which prepared you for clerical work? ____________________________________________

What interests you about working at the Academic Skills Center? ____________________________________________

EXPERIENCE

Check the following clerical skills you possess:

____ typing    ____ answering telephone    ____ making copies

____ filing    ____ scheduling appointments

What other skills or attributes do you possess that could benefit you in this clerical position: ____________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

List your work history below. Include any volunteer work experience or organizations in which you have participated.

1. ____________________________________________

________________________________________________________________________

2. ____________________________________________

________________________________________________________________________

3. ____________________________________________

________________________________________________________________________

ELIGIBILITY CATEGORY: _____ Federal Workstudy    _____ Nonfederal
PLEASE mark the hours you are available to work in the ASC.

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<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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What date can you begin working? ______________ How many hours per week would you like to work? __________

Which of the available hours would you prefer to work? ____________________________________________

If your abilities and the times you are available to work meet our needs, you will be contacted for an interview. Criminal background checks are required prior to employment. Thank you for your interest and your time.

***** Office Use Only ***** Office Use Only ***** Office Use Only ***** Office Use Only ***** Office Use Only *****

Payroll Forms*  Pay Rate _______/hr.

<table>
<thead>
<tr>
<th>Funding</th>
<th>Fed Workstudy Alloc</th>
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<tbody>
<tr>
<td>I-9</td>
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<td>W-4</td>
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<tr>
<td>Sel Serv</td>
<td>Fed</td>
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<tr>
<td>Direct Dep</td>
<td>Nonfed</td>
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<tr>
<td>CBC</td>
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</tbody>
</table>

Semester: ________  Area(s):

- ( ) Clerical
- ( ) Intake
- ( ) Other

DeptID  Fed  Nonfed

ASC 057510  [ ]  [ ]
CB 057512  [ ]  [ ]
TT 057521  [ ]  [ ]
WITS 057571  [ ]  [ ]
INTL 962003  [ ]  [ ]
OTHER  [ ]  [ ]

- Volunteer (no DeptID)
- Service-Learning

*International students must meet with Human Resources staff prior to employment.

Not hired  E-mail sent