

**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? \_\_\_\_\_  
\_\_\_\_\_

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**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

(over)

PLEASE mark the hours you are available to work in the ASC.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 am					
9:00 am					
10:00 am					
11:00 am					
12:00 noon					
1:00 pm					
2:00 pm					
3:00 pm					
4:00 pm					
After 5 pm					

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 \*\*\*\*\***

**Payroll Forms\*** Pay Rate \_\_\_\_\_/hr.

\_\_\_ I-9      **Funding**      **Fed Workstudy Alloc**  
 \_\_\_ W-4      \_\_\_ Fed      \_\_\_\_\_ Balance  
 \_\_\_ Sel Serv      \_\_\_ Nonfed  
 \_\_\_ Direct Dep  
 \_\_\_ CBC

Semester: _____	Coor	Fed	Nonfed	
<b>Area(s):</b>				
( ) Clerical				
( ) Intake				
( ) Other				

<b>DeptID</b>		<b>Fed</b>	<b>Nonfed</b>
ASC	057510	<input type="checkbox"/>	<input type="checkbox"/>
CB	057512		<input type="checkbox"/>
TT	057521		<input type="checkbox"/>
WITS	057571		<input type="checkbox"/>
INTL	962003		<input type="checkbox"/>
OTHER			<input type="checkbox"/>

___ Volunteer (no DeptID) ___ Service-Learning
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**\*International students must meet with Human Resources staff prior to employment.**

Not hired	
E-mail sent	