

Student Employment Placement Preference & Information Sheet

(To be completed upon awarding of Student Employment in your Financial Aid package)

2011-2012

Upon completion, please route to: financialaid@covenant.edu
Financial Aid Office
TELEPHONE: 706/419-1157; FAX: (706) 820-2820

(Please Print:)

Name _____
(as listed on social security card) Last First Middle
Social Security Number _____ - - Covenant ID # @ _____
Intended major/minor _____ College Class Level 2011-2012 _____

RETURNING STUDENTS: DUE MARCH 31st FOR PRIORITY CONSIDERATION
Your request with the department's supervisor signature will be given priority consideration.

Name of department Supervisor name

Supervisor signature Date

If this section is signed by a supervisor, you may skip to "Student Signature" on the back of this form.

ALL OTHER STUDENTS:

Supervisors look for certain skills. Some are in maintaining the physical area of the college, (carpentry, electrical, plumbing...) while others are in office settings. Please list below any previous work experience/skills used, and dates employed:

Work Experience - Full & Part-time positions:

Dates of Employment:

Job skills used: (please check all that apply)

<input type="checkbox"/> Fast Food	<input type="checkbox"/> Editing	<input type="checkbox"/> Excel	<input type="checkbox"/> Audio Visual Equipment
<input type="checkbox"/> Filing	<input type="checkbox"/> Phone skills	<input type="checkbox"/> Word	<input type="checkbox"/> Power tools
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Tutoring	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Lawn Maintenance
<input type="checkbox"/> Math/calculator skills	<input type="checkbox"/> Languages	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Construction skills
	<input type="checkbox"/> French		<input type="checkbox"/> Sewing Skills
	<input type="checkbox"/> German		
	<input type="checkbox"/> Spanish		

This application is used to gather information needed to place students in work positions through the federal and college work program. A variety of positions are available. However, most new students are assigned in the larger departments: **Grounds, Food Service and Facilities Services** (house-keeping). **Because of this, we ask all students to rank those three areas.** Please prioritize the departments you are interested in by putting "1" as your first choice "2" as second... but mark no more than 10 choices.

Mandatory - Please rank 1-3:

___ Facilities Services ___ Food Services ___ Grounds

Rank the following options 4-10:

Academics:

___ Art	___ Drama	___ Music
___ Bible	___ Education	___ Philosophy
___ Biology	___ English	___ Physical Education
___ Business	___ History	___ Physics
___ Chalmers	___ Interdisciplinary Studies	___ Psychology
___ Chemistry	___ Languages	___ Sociology
___ Computer Science	___ Mathematics	___ Writing Center

Administrative/Office

Services:

___ Admissions	___ Communications	___ President's Office
___ Advancement	___ Financial Aid	___ Publications
___ Alumni	___ Health Services	___ Records
___ Career Services	___ Human Resources	___ Student Development
___ Chapel	___ Library	

Maintenance & Operations:

___ Building Maintenance	___ Facilities Management	___ Mailroom/Purchasing
___ Campus Card	___ Guest Cottages	___ Safety Team
___ Electrical	___ HVAC	___ Plumbing

Other:

___ Athletics	___ Community Service – Tutor*	___ Tech Services/Switchboard
___ Audio Visual	___ Conference Services	
___ Community Service - Fire Department*	___ Intramurals	

* Students who participate in the Community Service Fire Department & Tutoring programs must be federally eligible for student employment and provide their own reliable transportation.

Are you able to perform the essential functions of the jobs you have listed: ___ YES ___ NO Are there any health issues (such as allergies) of which we should be aware regarding your ability to perform your duties? ___ YES ___ NO Please indicate what reasonable accommodations you require in order to perform the job related duties. _____ _____
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*“Covenant College does not discriminate against employees or applicants for employment on the basis of race, color, gender, national origin, age, physical handicap or disability (unless such handicap or disability prevents an employee or applicant from performing the essential functions of the position held or sought, and reasonable accommodation of the handicap or disability cannot be made). Covenant College, as a Christian college, can and does discriminate on the basis of religion in connection with employees and applicants for employment.”***

**These statements are made in compliance with ADA regulations.

_____ **Student Signature**

_____ **Date Completed**