Student Employment Placement Preference
& Information Sheet
(To be completed upon awarding of Student Employment in your Financial Aid package)

2013-2014

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 2013-2014

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/volunteer experience/skills used, and dates employed:

Work Experience - Full & Part-time positions:  Dates of Employment:

Job skills used: (please check all that apply)

Fast Food  Editing  Excel  Audio Visual Equipment
Filing  Phone skills  Word  Power tools
Customer Service  Tutoring  PowerPoint  Lawn Maintenance
Math/calculator skills  Languages  Data Entry  Construction skills
Inventory  French  DSLR Camera  Sewing Skills
Languages

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  
___ Intercultural Studies  ___ Interdisciplinary Studies  ___ Psychology  
___ Chemistry  ___ Languages  ___ Sociology  
___ Computer Science  ___ Mathematics  ___ Writing Center

**Administrative/Office Services:**

___ Admissions  ___ Communications  ___ Church Relations  
___ Advancement  ___ Financial Aid  ___ Publications/Video  
___ Alumni  ___ Health Services  ___ Records  
___ Career Services  ___ Human Resources  ___ Student Development  
___ Chapel  ___ Library  ___ Accounting  

**Maintenance & Operations:**

___ Maintenance  ___ Facilities Management  ___ Mailroom/Purchasing  
___ Campus Card  ___ Guest Cottages  ___ Safety Team

**Other:**

___ Athletics  ___ Community Service – Tutor*  ___ Tech Services/Switchboard  
___ Audio Visual  ___ Conference Services  
___ Community Service -  ___ Insurance Office  ___ Tuck Shoppe  
___ Fire Department*

* 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 for any medical issues that you require in order to perform the job related duties.

________________________________________________________________________________
________________________________________________________________________________

“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