

Florida Community College at Jacksonville
DOWNTOWN CAMPUS STUDENT EMPLOYMENT APPLICATION
PERSONAL DATA

Last Name	First	Initial	Date:
Address:			Social Security Number
E-mail Address:			
City			Cell Phone:
			Pager:
			Home Phone:
State			Zip

ENROLLMENT DATA

Check the terms you plan to attend this academic year.

Fall term
 Spring Term
 SUMMER A TERM
 Cross Term

Check the time frame you plan to schedule your classes.

Morning 8:00-12:00
 Afternoon 12:00-5:00
 Evening 5:00-10:00
 Other Specific Times

What is your program of study? _____

Have you been a student employee before?
 If yes, list supervisor, campus and dates of employment.

YES _____ Department/Supervisor
 NO

Campus: _____ Dates : _____

WORK EXPERIENCE

Check

See Resume Attached

List your last three jobs, beginning with the most recent.

From: _____ To: _____	Dates	Company:
Job Title:	Job Duties:	
Supervisor:		
From: _____ To: _____	Dates	Company:
Job Title:	Job Duties:	
Supervisor		
From: _____ To: _____	Dates	Company:
Job Title:	Job Duties:	
Supervisor:		

Skill Profile

PUT AND (X) IN THE BOX NEXT TO THE SKILLS YOU POSSESS.

- | | |
|--|---|
| <input type="checkbox"/> Type less than 30 WPM | <input type="checkbox"/> Written Communication |
| <input type="checkbox"/> Type more than 30 WPM | <input type="checkbox"/> Oral Communication |
| <input type="checkbox"/> Word Process Knowledge | <input type="checkbox"/> Working with Public |
| <input type="checkbox"/> Word Process Experience | <input type="checkbox"/> Business Telephone skills |
| <input type="checkbox"/> Adding Machine/ Calculator Operations | <input type="checkbox"/> Computer Operations |
| <input type="checkbox"/> Filing-alphabetical and numerical | <input type="checkbox"/> E-2 Computer Software Applications |
| <input type="checkbox"/> Record Keeping | <input type="checkbox"/> E-3 Audio Visual Equipment |
| <input type="checkbox"/> Organizational | <input type="checkbox"/> E-4 Duplicating Equipment |

PUT AN (X) IN THE BOX NEXT TO THE SUBJECT AREAS IN WHICH YOU RECEIVED ABOVE AVERAGE GRADES IN.

High School College Both

COMMUNICATIONS

- English
- Reading
- Trigonometry

MATHEMATICS

- Algebra
- Calculus
- Physics

SCIENCE

- Biology
- Chemistry

BUSINESS

- Accounting
- Typewriting
- Word Processing

COMPUTER

- Computer Languages
- Data processing
- software Applications

FOREIGN LANGUAGE

- French
- French
- Other (specify below)

PUT AN (X) IN THE BOX TO YOUR WORK ENVIROMENT PREFERENCE

OFFICE

- Heavy Public Contact
- Light Public Contact
- High Volume Paperwork
- Low volume Paperwork
- Heavy Typing
- Light Typing
- High Volume Telephone Calls
- Low volume Telephone Calls

SERVICE

- Audio Visual
- Services with Student Disabilities
- Duplicating/Mailroom
- Learning Resources Center
- Mailroom
- Receiving and Shipping
- Student Activities
- Television Production
- Student Newspaper

TECHNICAL AND LEARNING LABS

- Allied Health Lab
- Physics lab
- Engineering Lab
- Electronics Lab
- Business Lab
- Computer Lab
- Math lab
- Web Designing
- Computer Support