

FEDERAL WORK-STUDY STUDENT REQUEST FORM

Please use this form to request Federal Work-Study student employees for your office or department. Information on the form will be used to identify appropriate students for your area. Eligible students will be provided with a letter of introduction and referred to you for an interview.

Please Use A Separate Form For Each Different Job Description

Supervisor _____ Phone _____

Department/ Agency _____
Address _____

Number of Students Requested _____ Average Hours Per Week _____

Assistance Requested For : Fall _____ Spring _____ Summer _____

Specific Daily Hours Needed (if applicable) _____

Job Title _____

Duties and Responsibilities _____

Qualifications or Special Skills Required _____

Comments (Please use this section to give specific information that should be considered in the selection process) _____

If you supervised a FWS student last year and you would like for that student to be placed back in your area for the upcoming award year please list their name below:

Date _____ Signature _____