

## WORK-STUDY PLACEMENT FORM

All students awarded work-study must complete and return this form no later than July 10<sup>th</sup> in order to be placed in a work-study position. You may contact us at [finaid@queens.edu](mailto:finaid@queens.edu) or 704 337-2225 with your questions.

Please PRINT

Name \_\_\_\_\_ Date \_\_\_\_\_  
*Last First Middle*

Home Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Local Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Housing: Residence Hall \_\_\_\_\_ Off-Campus \_\_\_\_\_ Home \_\_\_\_\_ Student ID# \_\_\_\_\_

Year: FR \_\_\_\_\_ SO \_\_\_\_\_ JR \_\_\_\_\_ SR \_\_\_\_\_ Major(s) \_\_\_\_\_

Do you plan on participating in an NCAA varsity sport? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name of sport \_\_\_\_\_

**CONTINUING WORK-STUDY STUDENTS ONLY:** If you wish to return to your previous work-study position, you may complete this section only. Your previous supervisor must also make the request for your return.

Previous position \_\_\_\_\_

Supervisor \_\_\_\_\_ Department \_\_\_\_\_

**NEW STUDENTS, CONTINUING STUDENTS WITHOUT PREVIOUS WORK-STUDY ASSIGNMENTS AND CONTINUING STUDENTS WANTING TO BE PLACED IN A NEW POSITION:** Please answer the following questions as completely as possible.

Skills or qualifications you possess such as computer knowledge (i.e. Microsoft Word, Excel, Photoshop) \_\_\_\_\_

Other skills or work experience (i.e. tutoring, lifeguard certification, clerical support) \_\_\_\_\_

**COMMUNITY SERVICE:** Queens University of Charlotte participates in the AMERICA READS program in which students from Queens are placed in nearby Myers Park Traditional School to tutor students in reading. Are you interested in participating in this program? (Transportation is not needed.) Yes \_\_\_\_\_ No \_\_\_\_\_

**This completed form must be returned to the following address no later than July 10<sup>th</sup> to assure placement.**

QUEENS UNIVERSITY OF CHARLOTTE  
OFFICE OF STUDENT FINANCIAL SERVICES  
1900 SELWYN AVENUE  
CHARLOTTE, NC 28274

*Thrive.*