# Community Federal Work Study

# Agency Application

|  |  |
| --- | --- |
| Agency Information | |
| Name of Organization |  |
| Service(s) provided to community |  |
|  |
|  |
| Street Address |  |
| City State ZIP Code |  |
| Contact Person & Title |  |
| Phone |  |
| E-Mail Address |  |
| Billing Person, Attn: |  |
| Billing Address  (if different than above) |  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Position | | | |
| Number of students requested |  | Hours per week per student |  |
| Start date (no earlier that Sep 1, 2012) |  | End date (no later than May 1, 2013) |  |
| Is this position for fall, spring or both? | |  | |
| Please list name of position, description, and responsibilities… | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
| How would filling this position help your agency accomplish its mission? |  | | |
|  | | |
|  | | |
| Do you already have a student in mind for the position(s)? | | |  |
| Name of Student(s) |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Special Skills, Needs or Qualifications | | | | | |
| Do they need a car? | |  | | | |
|  | | |  | | |
| Are there any special skills, experience, or classes required? | | | | | |
|  | | | | | |
| Training and Supervision | | | | | |
| Will the student be trained onsite? | |  | | |
| Specific training/instructions you would like us to provide to the student prior to joining your agency: | |  | | |
|  | | |
|  | | |
| Will the student have a designated supervisor at your agency? If so, what is his or her name and position? | |  | | |
|  | | |
| Would that supervisor (or someone from your agency) be willing to attend a training session for community work study agencies? | |  | | |

|  |
| --- |
| Returning the Application |
| Please print & send to… Juniata College Community Service Office  Campus Box #731  1700 Moore Street  Huntingdon, PA 16652  Or fax to Juniata College Community Service Office at (814) 641-3377.  Any questions, e-mail ([bairda@juniata.edu](mailto:bairda@juniata.edu)) or call Juniata College Community Service Office at (814) 641-3365. |
| **Note regarding student interviews:** There has been a change to our student application process. Starting this year, we will collect applications and send them to community partners who will then interview the students that they are interested in hiring. Interviews may be over the phone or in person. Once the community partner has made their hiring decision, they must report it back to Abbey Baird using the email or phone number above. |