



Federal Work Study Preliminary Employment Request Fall 2009 / Spring 2010

TO REQUEST FEDERAL WORK STUDY EMPLOYMENT THIS FORM MUST BE COMPLETED AND RETURNED TO:
USD SCHOOL OF LAW, FINANCIAL AID OFFICE, 5998 ALCALA PARK, SAN DIEGO, CA 92110-2492

If you wish to be considered for employment under the Federal Work Study (FWS) program, you need to submit this form. Submission of this form does not guarantee employment. All eligible students will be put on the work referral wait list that department supervisors and professors utilize when making interview selections. Students are notified to interview for available positions by either an email or phone call.

All necessary contracts and employment forms must be approved by the Law School Financial Aid Office before students can begin any work assignment. This is not a contract or authorization to work under the FWS program. Do not begin or accept any employment offers without prior Financial Aid authorization and a properly executed contract form.

Name: _____ I.D. #: _____
Last First MI

Phone Number: () _____ - _____ Email: _____

Year Level for 09/10 _____

TERM PREFERENCE:

Fall 2009 Spring 2010 Summer 2010

(Summer employment is available on a case by case basis. Check with Financial Aid Office for eligibility.)

JOB PREFERENCES: (Please specify your preference)

- Library (Most first year students will be assigned to work in the Legal Research Center.)
- Law School Administrative Offices
- Professor's Research Assistant *
- Any (considered for any position)

***Note:** If you requested a Research Assistant position, your transcript may be forwarded to the professor unless you specify below that you want your transcript withheld.

PLEASE LIST YOUR SKILLS: (Resume optional)

Clerical: _____

Research: _____

Computer: _____

Language(s): _____

Other: _____

Signature: _____ Date: _____