

# INTERNATIONAL PROGRAMS

*Application for F-1 Visa International Student Employment at Seattle Central College*

**IMPORTANT:** International Students who are able to communicate in English are eligible to work on campus up to **20 hours per week during the academic quarter** and up to **40 hours per weeks during breaks if permitted by employer.**

**\* Submitting an application does not guarantee a job position! \***

**For which position are you applying?** \_\_\_\_\_

Student ID Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Are you 18 or older?     Yes     No

Do you have a Social Security Card (required for work)?     Yes     No

How many quarters have you been at Seattle Central? \_\_\_\_\_

Please list the courses you are currently taking: \_\_\_\_\_

What is your intended major? \_\_\_\_\_

When will you graduate from Seattle Central? (Please list quarter and year.) \_\_\_\_\_

What language(s) do you speak? \_\_\_\_\_

What days and hours are you available to work? Place an X in the chart for the hours you can work.

|                     | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------|--------|---------|-----------|----------|--------|
| 8:00 - 9:00 am      |        |         |           |          |        |
| 9:00 - 10:00 am     |        |         |           |          |        |
| 10:00 - 11:00 am    |        |         |           |          |        |
| 11:00 am - 12:00 pm |        |         |           |          |        |
| 12:00 - 1:00 pm     |        |         |           |          |        |
| 1:00 - 2:00 pm      |        |         |           |          |        |
| 2:00 - 3:00 pm      |        |         |           |          |        |
| 3:00 - 4:00 pm      |        |         |           |          |        |
| 4:00 - 4:30 pm      |        |         |           |          |        |
|                     |        |         |           |          |        |
| <i>Summer Only</i>  |        |         |           |          |        |
| 4:30 - 5:00 pm      |        |         |           |          |        |
| 5:00 - 5:30 pm      |        |         |           |          |        |

Please list your job skills in detail. [examples: data entry, bookkeeping, filing, etc.]

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Have you ever used the following office equipment?

Fax Machine:  Yes  No

Office Phone System: Yes  No

\* Computer:  Yes  No

Printer / Copier: Yes  No

\* If yes, please list the software/programs you are familiar with and how long you have used the program:

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Please list your previous work experience:

Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Job Description: \_\_\_\_\_

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Education – Colleges or High School

Name and Location: \_\_\_\_\_

Degree: \_\_\_\_\_

Major: \_\_\_\_\_

Date Attended: From: \_\_\_\_\_

To: \_\_\_\_\_

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Faculty / Staff Recommendation: (Not Required)

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Instructor's / Staff's Name: \_\_\_\_\_

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"I hereby declare that all the information I provided in this application is true. I also give permission to International Programs to share this information to potential employers/departments on campus."

Your Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_