



Office of Student Employment
 Student Financial Services
 2130 Fulton Street, LMM201A
 San Francisco, CA 94117-1080
 415.422.6770 phone
 415.422.2203 fax
stuemp@usfca.edu

FEDERAL WORK STUDY (FWS) PROGRAM AGENCY APPLICATION

Please Print or Type

Full agency name: _____

Date: _____

Contact Name: _____

Phone: _____

Agency Address: _____

Address(es) of prospective work-study employment sites (if different than agency address):

1. Agency type (circle one): Nonprofit / For-profit

2. Activities of the agency and description of clients served: _____

3. Number of years in operation: _____

4. Agency funding sources (check all that apply): Federal State County/City United Way
 Other (explain) _____

5. Source of funds from which you will meet your share of FWS wages: _____

6. Has the agency experienced any cash flow problems in the last two (2) years that could make it difficult to compensate work-study employees? Yes / No

If yes, please explain: _____

7. Agency's Staffing (number of positions):

Full-time paid staff: _____

Part-time paid staff: _____

Student Employees: _____

Volunteers: _____

8. How many student jobs may be available at your agency during the academic year (mid/late August to mid/late May):

9. Has your agency hired students through the FWS program in the past? Yes / No

10. If yes:

Number of students: _____ Average length employed: _____

Name of institutions with which you have or have had a FWS agreement: _____



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11. Will the work performed under the FWS Agreement result in the displacement (or replacement) of employed workers or impair existing contracts for services? Yes / No

12. Identify the name and title of the individual legally authorized to execute a FWS agreement:

13. List the person(s) responsible for supervision of Work Study employee(s) (attach additional page if necessary):

Name/Title: _____ Email: _____

Name/Title: _____ Email: _____

Name/Title: _____ Email: _____

Name/Title: _____ Email: _____

14. Attach all the following:

Agency Mission Statement

Statement/web page identifying the composition of the Board of Directors

Brochures, fact sheets or other publications that describe the agencies function and services

Return all materials to:

Office of Student Employment
Email: StuEmp@usfca.edu
Fax: (415) 422-2203