



Work Study Application

To qualify, Work Study applicants must fit the following criteria:

- 1) Must be 14 years or older as of May 1, 2009.
- 2) Must be a currently enrolled, year-round Preparatory student.
- 3) Must have attended Hoffman Institute classes for a minimum of two years.
- 4) Must be willing to work with young children ages 3- 10.
- 5) Must have genuine desire to gain real-world work skills.

2009-2010 Work Study Calendar:

<u>Term:</u>	<u>Dates of Terms:</u>	<u>Application Deadline:</u>	<u>How your work is applied:</u>
Summer	June 8- August 8	May 1, 2009	Tuition reduction (not to exceed 50%)
<i>Summer staff meeting(s) are required prior to classes starting. Date & time TBD</i>			

Why Work Study?

The Hoffman Institute Work Study program is an excellent way for our teenage students to get introduced to a real-world work environment while helping pay for a portion of their tuition. The goal of the work study program is for students to gain a sense of personal and financial responsibility, to create a skill set for arts-related business and to develop the confidence needed to succeed.

What Will I Learn?

Our work study students have the opportunity to learn several skills related to various fields within the performing arts area. For example, by working just a few weeks in one summer session, students could be exposed to principles in teamwork, leadership, teaching, basic office skills and customer service as they relate to the performing arts.

What are the benefits of Work Study?

Although the majority of our students focus solely on performing, past work study students have branched into other fields such as arts administration, music & drama therapy, stage management and several production roles. Former work study students have also been awarded paid summer positions, Ruth Eckerd Hall scholarships and full- tuition college scholarships. Work Study programs sure do look great on college applications!

How does it work?

***Students must be enroll in classes and apply for the Work Study program simultaneously.** Once accepted to the program, students agree to work a specific amount of time[†] based on The Hoffman Institute's needs. Although no money changes hands, students receive a reduced tuition (up to 50%) as payment. The amount of work depends on the number of classes taken.

*See **CHECKLIST** pg. 4

[†] The Marcia P. Hoffman Institute follows all state and federal child labor laws



STUDENT INFORMATION

Student Applicant Name (Please Print)

Date of Birth

Parent(s) Name(s) (Please Print)

Parent (best) Phone #

Name of School/ Grade level

Applicant Cell Phone #

Student & Parent Email Addresses

1.) Please list current & previous Preparatory classes taken at The Hoffman Institute:

<u>Course Title:</u>	<u>Teacher:</u>	<u>Term /Year:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2.) Please explain why you are interested in becoming a work study student. What would you like to gain from the experience?



3). Please tell us any areas of experience you have. (e.g. Have you volunteered before? Been a babysitter? Worked at your parent's office? Please explain.)

4). Summer classes run for 9 weeks: JUNE 8- AUGUST 9, 2009. Your work day could be from 8:30- 4:30 (depending on your assignment). Please list ALL conflicts.

5). Punctuality is important. Do you have reliable transportation to and from work? Please Describe:

6). Please include at least one letter of recommendation from a non-family member that describes why you would make you a model work study student (Good resources are teachers, club leaders, church group leaders, Hoffman Institute/ Ruth Eckerd Hall staff members, etc.) *You may use the attached sheet or they may write their own letter on your behalf.*



TERMS & CONDITIONS

- Should you be selected for work study at the Marcia P. Hoffman Performing Arts Institute at Ruth Eckerd Hall, you will receive a contract which describes the financial benefits of being part of this program. Work Study hours will be applied to the *current term* and are not applicable for private instruction. These hours are only redeemable towards class tuition at the Marcia P. Hoffman Performing Arts Institute, and will have no cash value should you disconnect with the Institute. Work Study participants must still pay the enrollment fee and any text/performance/supply fees.
- A maximum of ten students may be enrolled in the work study program per semester. This application is valid for one year, from the date signed.
- ***CHECKLIST:** Along with the signed application and letter(s) of recommendation, if you have not yet done so, please include your class **enrollment form** and **enrollment fee**.

To submit applications, enrollments & recommendation letter(s) - Fax: (727) 791-7449/ By mail or in person: The Marcia P. Hoffman Performing Arts Institute, ATTN: Registrars, 1111 McMullen Booth Rd., Clearwater, FL 33759

Student's Signature

Date

Parent's Signature

Date

For Office Use Only- Do Not Write Below This Line

Student ID# _____ **Date Received:** _____

_____ **Yes, Approved**

Signature/ Title/ Date

_____ **Not Approved**

Please Explain: _____

Signature/ Title/ Date

RUTH ECKERD HALL
RICHARD B. BAUMGARDNER CENTER FOR THE PERFORMING ARTS



**Work Study Recommendation Form for the
Marcia P. Hoffman Performing Arts Institute**

Please answer all questions to the best of your ability.

1. Please describe your relationship to the student:

2. Is the student responsible, punctual & trustworthy? Please explain:

3. Does the student work well with children? Can you give an example?

4. Briefly explain why we should or should not bring the student into the Work Study program:

5. Verify Your Information:

Name, Title, Signature, Phone #