



Student Information

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

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

Table with 3 main columns: Class Schedule (From, To) and Available to Work (From, To) for days Monday through Friday.

WORK HISTORY

Table with 4 columns: Company Name, Position, Dates Employed, Responsibilities.

EDUCATION

Table with 3 columns: Institution, Year, Degree/Major.

SKILLS (Check all that apply)

- Answering Phones, Microsoft Word, Filing/Scanning, Excel spreadsheets, Typing (wpm \_\_\_\_\_), Ability to lift 40 pounds

POSITIONS (Rank your choices, up to 4 choices)

- Admissions, Diesel Shop, Human Resources, Library, Recruiting, Allied Health Lab, Finance Office, IT, Maintenance, Science Lab, Café Grill, Financial Aid, LSC, Reading Tutor (off-site at Elementary School), University Center

I certify that the information provided above is true and accurate. I understand that I must be enrolled in a minimum of 6 hours and no more than 15 hours during the term and maintain a 2.0 cumulative GPA.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# FEDERAL WORK-STUDY

The Federal Work-Study Program is part of an overall financial aid program to aid students in getting an education who otherwise would be unable to because of financial need.

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## ELIGIBILITY FOR NEW APPLICANTS

- Must be eligible as determined by the Free Application for Federal Student Aid (FAFSA)
- Must be making satisfactory academic progress
- Must have a cumulative grade point average of 2.0 or better

## The Financial Aid Office makes all work assignments.

- Both the student and supervisor sign work contracts.
- The student must complete and submit a W-4 and I-9 form (Employment Eligibility Verification). These forms must be submitted along with the student's social security card and driver's licenses or state ID to the Financial Aid Office.
- Time sheets and payroll information will be given to the student at that time.

***Students must NOT begin work until officially assigned and all paperwork is completed.***

## REQUIREMENTS TO REMAIN ON THE FEDERAL WORK-STUDY PROGRAM

- Must maintain satisfactory academic progress standards
- Must maintain good working habits
  - Report to work on time
  - If unable to work or be on time, notify supervisor prior to scheduled start time
  - Complete and sign time sheets on timely basis
  - Conduct and dress should be appropriate to the work environment