



Office of Financial Aid

## FEDERAL WORK STUDY APPLICATION 2009-2010

Thank you for your interest in the Federal Work-Study (FWS) program at S.S.U. The FWS program is a federally funded program that provides part time jobs for students who exhibit financial need. To apply for FWS employment you must complete a FWS application. **Please be advised that you must complete a FAFSA before we can determine your eligibility.** Not having a FAFSA on file will keep the Office of Financial Aid from determining if you are eligible for the FWS program. If eligible you will receive a letter from our office stating your eligibility status and further instructions on how to apply for jobs vacancies in the program.

**\*\* Please note that completing this application does not guarantee you will receive a job. \*\***

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ (Where our office or an employer can reach you)

Grade Level:  Freshman  Sophomore  Junior  Senior College Major \_\_\_\_\_

### **Please indicate your experience and/or skills below.**

- |                                                                                                       |                                                                               |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> Filing                                                                       | <input type="checkbox"/> Organizational skills                                |
| <input type="checkbox"/> Typing _____ WPM (Words Per Minute)                                          | <input type="checkbox"/> Able to work without supervision                     |
| <input type="checkbox"/> Proficiency with office equipment (fax, copiers, scanners, calculators, etc) | <input type="checkbox"/> Certified lifeguard                                  |
| <input type="checkbox"/> Proficiency with word processors, spreadsheet, publishing/webpage            | <input type="checkbox"/> Custodial experience                                 |
| <input type="checkbox"/> Telephone skills/etiquette                                                   | <input type="checkbox"/> Physically able to lift 20+ lbs                      |
| <input type="checkbox"/> Ability to work with the public                                              | <input type="checkbox"/> Knowledge of sports equipment                        |
| <input type="checkbox"/> Dependability                                                                | <input type="checkbox"/> Data entry                                           |
| <input type="checkbox"/> Trustworthy                                                                  | <input type="checkbox"/> Interest in being an elementary school reading tutor |

**Please complete both sides of this application and return to Financial Aid Office.**

Office of Financial Aid, 940 Second St, Portsmouth, OH 45662  
Phone 740.351.4243 • Fax 740.351.3435

**Work Experience:**

Employer \_\_\_\_\_ Dates Employed \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Duties \_\_\_\_\_

Employer \_\_\_\_\_ Dates Employed \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Duties \_\_\_\_\_

**Please list 2 references (do not use relatives):**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**Physical Limitations**

(This question is asked only to determine if accommodations are necessary.)

**Signature (Required):**

If I am hired as a Federal Work Study student employee I understand that:

- I cannot work more than my award amount.
- I will notify my supervisor if I am unable to work during my scheduled times.
- I will not be allowed to work during my classes.
- I must be registered for at least 6 credit hours to be able to work Federal Work Study.
- I will not work more than the allotment of hours per week designated by the Financial Aid Office.
- I cannot work on class assignments or projects during scheduled work hours unless approved by my supervisor.
- I may be dismissed for: refusing to work, not showing up for my scheduled times, performance problems, or for causing a disruption or disturbance while I am at work.
- I agree to give my permission to release information to supervisors for potential employment opportunities.

*By signing below, I certify that I agree to the guidelines listed above regarding the federal work study program.*

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

**Please visit [www.shawnee.edu/off/fa/cws/employ.html](http://www.shawnee.edu/off/fa/cws/employ.html) to view  
College Work Study job openings.**  
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