



FEDERAL WORK STUDY APPLICATION 2011-2012

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 740.351.4357 • 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 to view
Federal Work Study job openings.**
Office of Financial Aid, 940 Second St, Portsmouth, OH 45662
Phone 740.351.4357 • Fax 740.351.3435