



Financial Aid Office

2015 - 2016 Work-Study Application

YOU MUST HAVE A 2015 - 2016 STUDENT AID REPORT (FAFSA) COMPLETED AND ON FILE IN THE FINANCIAL AID OFFICE TO BE CONSIDERED FOR FEDERAL WORK-STUDY.

Name _____ Student ID _____

Additional names (used while employed or attending school) _____

Address _____

Phone _____ Social Security Number _____

Curriculum _____ Requested start term: Fall _____ Spring _____

Skills	Skill set:	Beginner, Intermediate, or Advanced?
_____ Typing (_____ wpm)		_____
_____ Word		_____
_____ Excel		_____
_____ Access		_____
_____ Filing		_____
_____ Day Care		_____
_____ General Maintenance		_____
_____ Food Service		_____
_____ Other (Please specify)		_____

Number of hours being requested per week (Maximum=15 hrs. /week) _____

Location Preferred: (please circle) Jackson Campus / Sylva Macon Campus / Franklin

Previous (Last Year) Work-Study students only:

If you would like to continue working in the same position you worked for in 2014 - 2015, list name of staff/office: _____

(Please note that this does not guarantee placement in the same position.)

I grant permission for copies of this application to be sent to or be reviewed by SCC faculty/staff:

Student Signature _____ Date _____

For Financial Aid use only: Is student receiving any third party payments? _____
Maximum Eligibility _____
Placement _____

Over

Updated March 26, 2015

Please list any and all third party sponsors for school and the items in which they pay ex. (ECBI, WIA, etc.)

Work Experience (List last three employers)

Employer Name	Employer Address	Employer Phone Number
Your Job Title	Name of Supervisor	Title of Supervisor
Dates of Employment	Job Description	

Reason for leaving _____

Work Experience (List three employers)

Employer Name	Employer Address	Employer Phone Number
Your Job Title	Name of Supervisor	Title of Supervisor
Dates of Employment	Job Description	

Reason for leaving _____

Work Experience (List three employers)

Employer Name	Employer Address	Employer Phone Number
Your Job Title	Name of Supervisor	Title of Supervisor
Dates of Employment	Job Description	

Reason for leaving _____

Financial Aid Office/Interviewer (Notes): _____

FYI—Notes Concerning Work Study Positions:

- ☐ Work Study is federal student aid that a student works to earn (just like a normal job).
- ☐ All applications should be turned in to the SCC Financial Aid Office as soon as possible.
- ☐ An application does not guarantee a position.
- ☐ Work Study currently pays \$8.50 per hour with maximum of 15 hours per week allowed.
- ☐ Students get paid once a month. Review dates on the Financial Aid Calendar.
- ☐ Students usually work on campus (either at the Jackson campus or the Macon campus) during their free time between classes; schedules are set up between the student and supervisor.
- ☐ Students selected for work-study will be required to undergo a background check
- ☐ Some jobs are off campus—these are literacy jobs in the public school system or approved child care facilities.
- ☐ Jobs are mostly clerical in nature but could require extensive computer experience.
- ☐ You will be placed in a position based upon eligibility, number of hours available to work, and skill level.
- ☐ Students must have financial aid need and be making Satisfactory Academic Progress.
- ☐ All students are required to obtain and wear a 'Student Worker' ID badge when working—IDs can be obtained from the Cashier's office. Please see Toni Holland.
- ☐ It is our expectation that work attire reflects a professionally operated organization. Attire that is revealing or sexually explicit, or contains profane language is not acceptable. This might include low cut tops or short skirts or shorts. If questionable attire is worn in the office you could be asked to leave—you can bring clothes to change into while you are working. If you question the appropriateness of the attire, it probably isn't appropriate.
- ☐ Students are expected to leave their cell phones turned off and in their purse or book bag (If you have small children and might receive emergency calls, the phone may be left out and on vibrate). Please do not engage in text messaging while working.
- ☐ Computer use is limited to work. Please do not surf the Internet, socialize on email, Facebook or Twitter.
- ☐ Poor job performance or unreliable attendance can and will result in termination of position.

Signing this application indicates that you have read and agree to the acceptance and adherence of the above stated notes concerning Work Study positions.