



(Leave BLANK. For FA Office use ONLY.)

Date Rec \_\_\_\_\_

ID# \_\_\_\_\_

E-M \_\_\_\_\_

Elig? \_\_\_\_\_

# 2018-2019 Federal Work Study Application

## PART-TIME EMPLOYMENT

**Instructions:** Please read and follow all instructions carefully. Print clearly, and answer all sections completely to the best of your ability. This will assist the staff in placing you in the best possible position and in a timely fashion. Please attach a copy of your current resume if available. **Note: All applicants must undergo a background investigation before consideration for a position.**

**Type of Work Applying For:** (Please check all that apply for which you would be willing to work.)

- Clerical Support
- Lab Assistant
- Receptionist
- Support Services
- Facility Maintenance
- Library Assistant
- I.T. Assistant
- Customer Service
- Other: \_\_\_\_\_

**Campus Applying For:**

- Sandersville Campus
- Dublin Campus
- Jefferson Campus
- LOIC Campus
- Other Site: \_\_\_\_\_

**Personal Information:**

Date of Application: \_\_\_\_\_

Legal Name \_\_\_\_\_  
Last First Middle

Social Security No. \_\_\_\_\_ OFTC Student ID No. \_\_\_\_\_

Phone No.: Home \_\_\_\_\_ Cell \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street or P.O. Box City State Zip

Preferred E-Mail Address \_\_\_\_\_ Program of Study \_\_\_\_\_

Date Available to Begin Work \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

**Optional Information Requested:** (for Equal Employment Monitoring Purposes)

Race (check one)  Indian  White  Hispanic  Black  Asian

Gender (check one)  Male  Female Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_

**Days & Hours Available to Work:** (Please be specific. Working during scheduled class time is not permitted.)

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_

**Skills and Qualifications**

Please check all that you can perform due to actual experience and/or training. Be sure to write in other skills you have which are not listed, that may help in the consideration of interviewing you and hiring you.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Microsoft Word       | <input type="checkbox"/> Greeting/Customer Service | <input type="checkbox"/> Computer Repair           |
| <input type="checkbox"/> Microsoft Excel      | <input type="checkbox"/> Answering Business Phone  | <input type="checkbox"/> Pulling Cable             |
| <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> E-mail                    | <input type="checkbox"/> Software Troubleshooting  |
| <input type="checkbox"/> Microsoft Access     | <input type="checkbox"/> Internet Searches         | <input type="checkbox"/> Hardware Troubleshooting  |
| <input type="checkbox"/> Microsoft Outlook    | <input type="checkbox"/> Copying/Printing          | <input type="checkbox"/> Minor Carpentry           |
| <input type="checkbox"/> Keyboarding          | <input type="checkbox"/> Inventory/Stocking        | <input type="checkbox"/> Minor Plumbing            |
| <input type="checkbox"/> Alphabetic Filing    | <input type="checkbox"/> Facility Maintenance      | <input type="checkbox"/> Minor Electrical          |
| <input type="checkbox"/> Numeric Filing       | <input type="checkbox"/> Grounds Maintenance       | <input type="checkbox"/> Lift & Carry up to 25 lbs |

Other: \_\_\_\_\_

**Previous Education**

	Name & Location of School	Course of Study	No. of Years Completed	Date Graduated	Degree
High School					
Technical School or College					
College or University					
Other School					

Are you legally authorized to work in the United States? (check one)  Yes or  No

**Prior Employment**

Name, Address, and Phone Number	Period (Start Date - End Date)	Position	Reason for Leaving

I certify that answers given herein are true and complete to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## 2018-2019 Federal Work Study Application & Information

Thank you for your interest in the Federal Work Study (FWS) program at Oconee Fall Line Technical College. The Federal Work Study program is a federally funded program that provides part-time jobs for students who are eligible for financial aid and are in need of money to help pay educational expenses.

To apply for FWS employment, please complete the attached application. Please be aware that your Work Study application will not be processed until you have completed the FAFSA (Free Application for Federal Student Aid). You must be eligible for Pell and enrolled in a Pell-eligible program of study to be considered for employment. FWS students must be registered for at least 6 credit hours of classes to work each semester, and must be in good academic standing.

Federal Work Study students are paid on a monthly basis (first check held until end of second month of employment) at a rate of \$7.25 per hour. Students may work up to 19.5 hours per week. When assigning work hours, your financial aid administrator will consider your financial award amount, your class schedule, and your academic progress. Work Study positions are filled depending on availability of jobs and money to fund positions, and are not guaranteed from semester to semester. You may be required to interview with potential supervisors, and applicants' skills, qualifications and experience may be considered during the hiring process. A position may not be available in your preferred area or department. **Completing this FWS application does not guarantee you will receive a job.**

Applicants are required to complete tax paperwork and other human resources forms and must **undergo a background investigation** before beginning work. Oconee Fall Line Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

If you are hired as a FWS student employee, you are expected to come to work on time, call your supervisor if unable to work, present yourself in a professional manner, not study or do school work on the job, and complete tasks in a timely manner. Failure to adhere to policies may cause loss of your Federal Work Study job.

### **What To Do Now?**

- Complete 2018-2019 Free Application for Federal Student Aid (FAFSA), if you have not already done so.
- Complete Federal Work Study Application and return to the Financial Aid Office.
- Contact Janet Smith (South Campus, Stewart Building, Room 112A) or Susan Hammock (North Campus, Room 202A) to discuss FWS jobs available.
- Interview with potential supervisors.
- If hired, complete all paperwork and turn it in to Janet Smith or Susan Hammock in a timely manner.
- Keep an accurate time sheet. **You may not work anytime that you are scheduled for class, even if the class is canceled or dismissed early. You may not do any class work or log into Blackboard during the time that you are on the job.**
- Turn in a time sheet approved and signed by your supervisor on a weekly basis to Teresa Crafton, FA Assistant Director (South Campus, Stewart Building, Room 113A), or Diane Radford, FA Specialist (North Campus, Room 101).
- Check your OFTC student email on a regular basis for important information about your FWS job.

### **Non-Discrimination Contact Information**

#### **TITLE IX Coordinator**

Janet Smith  
South Campus, WRS 112A  
478-274-7836  
[jrsmith@oftc.edu](mailto:jrsmith@oftc.edu)

#### **ADA/504 Coordinator**

Saketta Brown  
South Campus, WRS 112B  
478-274-7643 or 478-553-2124  
[sdbrown@oftc.edu](mailto:sdbrown@oftc.edu)

#### **EEOC Officer**

Rosemary Selby  
North Campus, 205  
478-553-2055  
[rselby@oftc.edu](mailto:rselby@oftc.edu)