



(Leave BLANK. For FA Office use ONLY.)

Date Rec _____

ID# _____

E-M _____

Elig? _____

2020-2021 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

2020-2021 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 financial aid program that provides a limited number of part-time job opportunities for students who are eligible for Title IV financial aid, allowing them to earn money to help pay educational expenses when not in class. Positions are primarily on campus, but there may be some off-campus jobs, typically in the local school system or with a local community service group or agency.

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 2020-2021 Free Application for Federal Student Aid (FAFSA), if you have not already done so.
- Complete the Federal Work Study Application and return it to Janet Smith (South Campus, Stewart Building, Room 112A) or Susan Hammock (North Campus, Room 202A) to discuss FWS jobs available.
- Once your eligibility is confirmed, you will receive an email from Accurate Background Check, Inc., requesting permission to conduct a background check. Provide all information requested and follow the directions in the email.
- 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 Faith Cordy, 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

ADA/504 Coordinator

Saketta Brown
South Campus, WRS 112B
478-274-7643 or 478-553-2124
sdbrown@oftc.edu

EEOC Officer

Rosemary Selby
North Campus, 205
478-553-2055
rselby@oftc.edu