



2023-2024 Federal Work Study Application
(PART-TIME EMPLOYMENT)

All Applicants Must Undergo Background Investigation

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. 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 Monitor, Receptionist, Facility Maintenance, Library Assistant, Information Systems Assistant, Other:

Campus Applying For:

- Sandersville Campus, Dublin Campus, Hancock Campus, Jefferson Campus, LOIC Campus, Other Site:

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

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.)

Monday Tuesday Wednesday Thursday Friday Saturday



SKILLS AND QUALIFICATIONS

Instructions: 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, and that will help in the consideration of interviewing you and hiring you.

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

Other: _____

PREVIOUS EDUCATION

	Name and 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? ___ Yes No ___

PRIOR EMPLOYMENT

Name, Address, and Phone Number	Period (From - To)	Position	Reason for Leaving

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

Signature of Applicant

Date



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Thank you for your interest in the Federal Work Study (FWS) program at Oconee Fall Line Technical College. Federal Work Study is a federal financial aid program that provides part-time job opportunities for eligible students to earn 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 2023-2024 FAFSA - Free Application for Federal Student Aid (Pell). To qualify for Work Study, you must be **Pell-eligible** and enrolled in a Pell-eligible program of study, enrolled in at least **6 credit hours each semester**, and maintaining **Satisfactory Academic Progress**.

Federal Work Study students are paid on a **monthly basis** at a rate of **\$9.00 per hour**. Students may work up to **19.5 hours each 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 funding and are not guaranteed from semester to semester. Positions are primarily on campus, but there may be some off-campus jobs, typically in a local school system or with a local community service group. 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. Although we try to employ as many Work Study students as possible, **completing this FWS application does not guarantee you will receive a job**.

Applicants are required to complete employment and tax forms as well as a criminal background check 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, veteran status, or citizenship status (except in those specific circumstances permitted or mandated by law).

If you are hired as a Federal Work Study 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.

How to Get Started

- Complete 2023-2024 FAFSA - Free Application for Federal Student Aid, if you have not already done so.
- Complete the two-page Federal Work Study Application and return it to Janet Smith (South Campus, Stewart 112A; 478-274-7863) or Susan Hammock (North Campus, 101; 478-240-5162) to discuss 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 in a timely manner.
- Interview with potential supervisors, if necessary. If hired, complete all paperwork and promptly return it to Janet Smith (South) or Susan Hammock (North).
- Complete the online FWS Orientation for new student workers prior to starting work.
- Submit an accurate time sheet approved and signed by your supervisor on a weekly basis to Teresa Crafton in the Financial Aid office on South Campus, or to your supervisor on North Campus.
- **You may not work any time that you are scheduled for class, even if the class is canceled or dismissed early. You may not do any classwork or log into Blackboard during the time that you are on the job.**
- Check your OFTC student email on a regular basis for important information about your FWS job.

Non-Discriminatory 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 101E
478-274-7643 or 478-553-2124
sdbrown@oftc.edu

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