

Thank you for your interest in the Federal Work-Study (FWS) program at SSU. 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. ****

Student Information

Name

Student ID

Address

City

State

Zip

Phone (Where our office or an employer can reach you)

College Major

Grade Level: Freshman Sophomore Junior Senior

Experience & Skills

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"/> 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

References

(please 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

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