

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

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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

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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<br>(fax, copiers, scanners, calculators, etc) | <input type="checkbox"/> Certified lifeguard                                     |
| <input type="checkbox"/> Proficiency with word processors<br>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<br>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

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Employer

Dates Employed

Supervisor

Phone

Duties

Employer

Dates Employed

Supervisor

Phone

Duties

## References

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*(please do not use relatives)*

Name

Phone

Relationship

Name

Phone

Relationship

## Physical Limitations

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*(This question is asked only to determine if accommodations are necessary.)*

## Signature (Required)

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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

Please visit [www.shawnee.edu/off/fa/cws/employ.html](http://www.shawnee.edu/off/fa/cws/employ.html) to view Federal Work Study job openings.  
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