

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, spreadsheets, publishing/webpage | <input type="checkbox"/> Knowledge of sports equipment |
| <input type="checkbox"/> Telephone skills/etiquette | <input type="checkbox"/> Custodial experience |
| <input type="checkbox"/> Data entry | <input type="checkbox"/> Physically able to lift 20+ lbs. |
| <input type="checkbox"/> Ability to work with the public | <input type="checkbox"/> Interest in being an elementary |
| | <input type="checkbox"/> Dependability school reading tutor |

Please complete both sides of this application and return to the Student Business Center.

Student Business Center, 940 Second St, Portsmouth, OH 45662 Phone 740.351.4357 • Fax 740.351-3435

Work Experience

Employer	Dates Employed
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Supervisor	Phone
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Duties

Employer	Dates Employed
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Supervisor	Phone
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Duties

References

(please do not use relatives)

Name	Phone	Relationship
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Name	Phone	Relationship
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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