

**Hire Date**

FEDERAL WORK STUDY APPLICATION

All hired applicants WILL BE subject to a Background Check

Name: _____

Date of Birth: _____ **Student ID Number:** _____

Street Address:

City	State	Zip Code
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Home Phone: _____ **Cell Phone:** _____

E-mail address: _____@my.coastalcarolina.edu
(Please provide ONLY your Coastal's Office 365 e-mail)

Have you been convicted of a felony or misdemeanor? _____ YES _____ NO

If yes, please explain. Attach additional sheets if necessary. _____

Do you expect to receive Veterans Educational Benefits? _____ YES _____ NO
If yes, please speak with the Veteran's Affairs Office to inquire about the VA Work-Study Program.

What is your current curriculum?

When do you expect to graduate or transfer? _____
(ex. Spring, 2012)

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**List up to three jobs that you have held either full-time or part-time.**

| <i>Employer</i> | <i>Dates</i> | <i>Supervisor's Name</i> | <i>Phone Number</i> |
|-----------------|--------------|--------------------------|---------------------|
|-----------------|--------------|--------------------------|---------------------|

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|-----------------|--------------|--------------------------|---------------------|
|-----------------|--------------|--------------------------|---------------------|

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|-----------------|--------------|--------------------------|---------------------|
|-----------------|--------------|--------------------------|---------------------|

**List three references that have knowledge of your work performance and character.**

| Name | Address | Telephone Number | Relationship |
|------|---------|------------------|--------------|
|------|---------|------------------|--------------|

| Name | Address | Telephone Number | Relationship |
|------|---------|------------------|--------------|
|------|---------|------------------|--------------|

| Name            | Address                             | Telephone Number | Relationship     |
|-----------------|-------------------------------------|------------------|------------------|
| Mr. J. K. Smith | 123 Main St., Springfield, IL 62761 | (217) 555-1234   | Friend           |
| Ms. A. B. Jones | 456 Oak Ave., Chicago, IL 60601     | (312) 555-5678   | Neighbor         |
| Mr. C. D. Brown | 789 Pine St., Peoria, IL 61601      | (309) 555-9012   | Business Contact |
| Ms. E. F. Green | 101 Elm St., Rockford, IL 61101     | (815) 555-3456   | Family           |
| Mr. G. H. White | 202 Maple St., Joliet, IL 61701     | (815) 555-7890   | Acquaintance     |

Do you have a disability that would require an accommodation? \_\_\_\_ YES \_\_\_\_ NO

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

**WORK-STUDY ASSIGNMENTS ARE USUALLY 15-20 HOURS WEEKLY.  
THE FOLLOWING DEPARTMENTS HAVE BEEN APPROVED FOR THE FWS PROGRAM:**

|                          |                         |                      |                  |
|--------------------------|-------------------------|----------------------|------------------|
| Accounting Office        | Career Center           | Information Desk     | Student Services |
| Admissions - Records     | College Store           | Library              | Switchboard      |
| Admissions - Reg Counter | College Student Success | Math Dept            |                  |
| America Reads            | Continuing Education    | MCAS New River Ext   |                  |
| Art Dept                 | Drama Dept              | Music Dept           |                  |
| Cafeteria                | English Dept            | Natural Science Dept |                  |
| Camp Lejeune Ext         | Financial Aid           | Public Information   |                  |

**PLEASE READ BELOW AND MAKE SURE YOU UNDERSTAND IT:**

Eligible applications will be submitted to all approved departments for review. Each time your application is sent out, it will be documented for CCCC records. You can request at any time to see your application and the departments it has been sent out to. **Please note that many students wait months** before getting a Work Study position (if one becomes available), and some wait only a few days or weeks. **The Work Study Coordinator does not hire students. Each department contacts, interviews, and hires their choice to fill their Work Study positions.**

It is your responsibility to make sure that your Work Study application is up to date with a correct mailing address and telephone number; do not assume that just because you update your information with the school that your application will automatically be updated. Each semester the Work-Study Coordinator will send out a contact information form and availability form. If the form is not returned by the specified date your application will be discarded and to be re-entered into the pool of applications, you will have to fill out a new application. **To qualify for Work-Study you must meet (SAP) Satisfactory Academic Progress, Cumulative GPA 2.0 higher, be enrolled in 6 credits minimum, and have FAFSA on file with a qualifying need.**

**I have read the above information and certify that the information I have provided is correct and accurate to the best of my knowledge. I understand the application and hiring process for the FWS program at Coastal Carolina Community College. I understand that I will be subject to a background check prior to employment as a Federal Work Study at Coastal Carolina Community College. I also understand it is my responsibility to ensure that my contact information is kept up-to-date with the FWS Coordinator and that failure to do so may result with the discarding of my application.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_