

2007-2008 FEDERAL WORK STUDY APPLICATION

All students applying for a position under the Federal Work Study Program for the 2007-2008 Academic Year must complete this application. Completion of this form does not constitute eligibility and placement of students. This will be determined by financial need, skills possessed, previous work history and the availability of positions based on your work experience.

PERSONAL INFORMATION

_____	_____	_____
Name	EMP ID	Social Security Number
_____	_____	_____
Program of Study	Day Time Telephone Number	

Will you be employed at another job other than the Federal Work Study Program?

Yes No

If yes, place of employment and hours worked per week

How many words per minute do you type? _____ w.p.m. (Assessment test is given for all clerical positions)

What computer software program(s) are you proficient and competent in?

What English, Accounting, Science, Math, Machinist, Electronics, Programming or Engineering courses have you successfully completed at the College Level?

Are you interested in working evening and/or weekend hours? Yes No

Are you interested in a Work Study Position Off-Campus? (These positions pay \$8.00 per hour)

Yes No

WORK EXPERIENCE

PLACE OF EMPLOYMENT	DATES OF EMPLOYMENT	NAME OF SUPERVISOR
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Briefly explain why you wish to be employed under the Federal Work Study Program:

Dear Financial Aid Student:

Are you interested in a part-time job while attending CVCC? Are you interested in earning money to meet those incidental expenses that you will incur while attending CVCC? Do you have at least a 2.00 cumulative high school or college grade point average?

If you are interested and have obtained the above grade point average, then you may want to consider a Part-time job under the Federal Work Study Program at CVCC. There are a variety of positions available here on campus for the right individual. These jobs consist of Lab assistants, Department assistants, and clerical/administrative assistants* in Departments and Offices at the College. Most students enjoy the flexible hours of work, as they can work between their course schedules without leaving the college for other employment. Students work an average of 15-20 hours per week (dependent upon financial need) and receive \$7.00 per hour. Federal Work Study Community Service positions (Off-campus positions) pay \$8.00 per hour (very limited number of positions).

If you are interested in the CVCC Federal Work Study Program, you will need to complete the reverse side of this application and submit it to Deborah A. Marshall in the Office of Financial Aid Services.

IF YOU WERE EMPLOYED UNDER THE FEDERAL WORK STUDY PROGRAM IN PREVIOUS SEMESTERS, YOU WILL ALSO NEED TO COMPLETE THE ENCLOSED APPLICATION.

Completion of the Employment Application does not constitute eligibility or placement in a position. Financial need, academic record, skills possessed, and the availability of funds and positions will determine this.

If you have any questions concerning the Federal Work Study program contact the Office of Financial Aid Services.

Sincerely yours,

Deborah A. Marshall
Financial Aid Director, Office of Financial Aid and Enrollment Services

*Clerical/administrative assistants must be given an assessment of skills