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## OFFICE OF FINANCIAL AID AND VETERANS AFFAIRS

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Federal School Code – 008087 • [www.montgomery.edu/financial-aid-home.html](http://www.montgomery.edu/financial-aid-home.html)

### 2019-2020

## FEDERAL WORK STUDY EMPLOYMENT APPLICATION

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

**\*\* Please note that completing this application does not guarantee you will receive a job\*\***

Name \_\_\_\_\_ Student ID or SS# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Phone \_\_\_\_\_ (where our office or an employer can reach you)

College Major \_\_\_\_\_ Credit Hours Enrolled \_\_\_\_\_

Please indicate your experience and/or skills below:

<input type="checkbox"/> Filing	<input type="checkbox"/> Organizational skills
<input type="checkbox"/> Typing ___ WPM	<input type="checkbox"/> Copier
<input type="checkbox"/> Fax	<input type="checkbox"/> Microsoft Word
<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Microsoft Power Point
<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> Microsoft Publisher
<input type="checkbox"/> Customer Service Skills	<input type="checkbox"/> Interest in being Reading Tutor (Off Campus-Elementary School)

If there is an area or department you are interested in working in, indicate that area below:

\_\_\_\_\_

If someone has requested that you work in their department, please list their contact information:

\_\_\_\_\_

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Please list times you will be available to work (you cannot work during your scheduled classtime):

Monday

Tuesday

Wednesday

Thursday

Friday

\_\_\_\_\_

(over)

Work Experience: (list most recent employers)

Employer \_\_\_\_\_ Dates Employed \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Dates Employed \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

List any volunteer work \_\_\_\_\_

Have you ever been convicted of an offense against the law other than a minor traffic violation?

(circle one)

YES NO

If yes, explain fully on an additional page. A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the position for which you are applying. Failure to disclose this information may affect your selection for participation in this program.

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The applicant hereby acknowledges and agrees that acceptance of this application and placement in a work study assignment is not a representation or promise of future employment or other contractual arrangement with MCC. Placement in a work study assignment does not and will not confer eligibility for any employment-related benefits. I understand that it is possible that I will be subject to a background check prior to employment as a Federal Work Study for MCC. 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 in the discarding of my application. I also attest that the information I have provided in this application is true and accurate to the best of my knowledge.

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Student Signature

Date