



Personal Data

Date: _____

GSC ID Number _____

Name: _____ Social Security # _____

Local Address/City: _____ Phone: _____

Permanent Address/City: _____ Phone: _____

Year in school: Freshman _____ Sophomore _____ Junior _____ Senior _____

Major: _____ Minor: _____ Year you expect to graduate: _____

Type of Position for which you are applying:

Workstudy _____ Amount of eligibility (if applicable) \$ _____ - based on FAFSA information

Workship _____ - not based on FAFSA information

Number of hours you expect to work per week? (max 20): _____

Will you be able/willing to work evenings? Yes ___ No ___ Weekends? Yes ___ No ___
Can you work between semesters? Yes ___ No ___ Can you work in the summer? Yes ___ No ___

Please rank-order your preferences for the following types of work. (First preference=1, second preference=2, etc. Put a zero by the types of work you do not want to do.)

- | | | |
|------------------------|-------------------|----------------------------|
| Lifeguard _____ | Grounds _____ | Office of Technology _____ |
| Custodial _____ | Tutorial _____ | Food Service _____ |
| Library _____ | Clerical _____ | Other (Explain) _____ |
| Fitness Center _____ | Post Office _____ | _____ |
| Residence Halls* _____ | Switchboard _____ | _____ |

*Requires additional application

Specific department/office you would prefer to work (if any): _____

Your Qualifications

Please list any special skills, training, or experience that you have that would qualify you for a specific type of work: (computer skills, computer programs, communication skills, etc.)

Your Previous Work Experience

<u>Type of Work</u>	<u>Employer</u>	<u>Date (mo/yr)</u>
_____	_____	_____
_____	_____	_____

Application will not be processed without signature. Please read and sign the back.
Submission of the application does not guarantee employment.

Facts About Workstudy Jobs

If you accept the Federal College workstudy eligibility offered to you and you want to find a job on campus, you must fill out this application and return it to the Human Resources Office for processing.

The College also has some positions that are non-need based called workship. A FAFSA form is not required for these positions.

When the Office of Academic Support is notified of a vacancy, several applications of qualified individuals are sent to the appropriate office for review. The office hiring the student worker will then select the desired student employee.

Because of the limited amount of workstudy and workship positions available, *there is no guarantee that you will get a job*. However, your chances of finding one will increase greatly if you understand and follow the procedures outlined here.

If you are an upperclassman and worked on campus last year and plan to return to the same position, you do not have to fill out a new application. If you would like to work in a different position, you will need to complete a new application. If you filled out an application last school year and were not placed, you must complete a new student employment application each school year.

Students are not allowed to work over 20 hours a week during a period of enrollment. All students work at minimum wage. Students must maintain a 2.0 cumulative grade point average (not applicable for first time freshmen) to be eligible for student hire.

If you are selected for a position on campus, you will need to **complete the proper paperwork** at the Office of Academic Support before you can get paid. Bring your **driver's license and social security card**. You will also need to know your permanent address.

All student workers will be paid on the 15th or 16th of each month, depending on the number of days in the month. Students must fill out a time-sheet each day they work and must turn in the time-sheet to their supervisor on the 24th of each month.

If you have any questions about student work on campus, please contact the Office of Career & Outreach Services. You may also refer to the website for additional information.

I have read and understand the information provided.

Name

Date

Return to:

Office of Academic Support
200 High Street
Glenville WV 26351
304-462-7361 ext 6151