



2009-2010 Federal Work Study Application

PART-TIME EMPLOYMENT

All Applicants Must Undergo Background Investigation

Instructions: Please read and follow all instructions carefully. Print clearly and answer all sections completely to the best of your ability. This will assist the staff in placing you in the best possible position and in a timely fashion. Please attach a copy of your current resume if available.

Type of Work Applying For: (Please check all that apply for which you would be willing to work.)

- Clerical Support, Lab Monitor, Receptionist, Reading Tutor, Facility Maintenance, Information Systems Assistant, Library Assistant, Other

Campus Applying For: Dublin Campus, LOIC Campus, Other Campus/Site

Form containing fields for: DATE OF APPLICATION, LEGAL NAME (Last, First, Middle), Social Security No., Phone No: Home, Cell, Mailing Address (Street or P.O. Box, City, State, Zip), E-Mail Address, Program of Study, Anticipated Date of Graduation, Date Available to Begin Work.

Optional Information Requested (for Equal Employment Monitoring Purposes)

Race (check one) Indian, White, Hispanic, Black, Asian

Gender (check one) Male, Female Birth date / /

Days & Hours available to work: (Please be specific.)

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Equal Opportunity Institution

SKILLS AND QUALIFICATIONS

Instructions: Please check all that you can perform due to actual experience and/or training. Be sure to write in other skills you have which are not listed, and that will help in the consideration of interviewing you and hiring you.

- | | | |
|---|--|---|
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Numeric Filing | <input type="checkbox"/> Computer Repair |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Answering Business Phone | <input type="checkbox"/> Pulling Cable |
| <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Transferring Calls | <input type="checkbox"/> Software Troubleshooting |
| <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Taking Messages | <input type="checkbox"/> Hardware Troubleshooting |
| <input type="checkbox"/> Keyboarding | <input type="checkbox"/> Greeting/Customer Service | <input type="checkbox"/> Minor Carpentry |
| <input type="checkbox"/> Laptop Computer | <input type="checkbox"/> Fax Machine | <input type="checkbox"/> Minor Plumbing |
| <input type="checkbox"/> Typewriter | <input type="checkbox"/> Internet Searches | <input type="checkbox"/> Minor Electrical |
| <input type="checkbox"/> Alphabetic Filing | <input type="checkbox"/> Electronic Mail | <input type="checkbox"/> Facility Maintenance |

Other: _____

PREVIOUS EDUCATION

	Name and Location of School	Course of Study	No. of Years Completed	Date Graduated	Degree
High School					
Technical School or College					
College or University					
Other School					

Are you legally authorized to work in the United States? ___ Yes No ___

PRIOR EMPLOYMENT

Name, Address, and Phone Number	Period From - To	Position	Reason for Leaving

I certify that answers given herein are true and complete to the best of my knowledge.

Signature of Applicant

Date

Equal Opportunity Institution

Federal Work Study Application 2009 – 2010

Thank you for your interest in the work-study program at Heart of Georgia Technical College. The Federal Work Study program is a federally funded program that provides part-time jobs for students who are eligible for financial aid and are in need of money to help pay educational expenses.

To apply for FWS employment, you are required to complete the attached application. Please be aware that you are required to complete the Free Application for Federal Student Aid (Pell) before your work study application will be processed. You must be eligible for Pell and enrolled in a Pell eligible program of study to be considered for employment.

Federal Work Study students are paid on a monthly basis (first check held until end of second month of employment) at a rate of \$7.25 per hour. When assigning work hours, your financial aid administrator will consider your financial award amount, your class schedule, and your academic progress. Work Study positions are filled on availability of jobs and money to fund positions. Completing the application does not guarantee you will receive a job.

Applicants are required to complete tax paperwork and must **undergo a background investigation** before beginning work. Heart of Georgia Technical College does not discriminate on the basis of race, color, national origin, gender or disability.

If you are hired as a Federal Work Study student employee, you are expected to come to work on time, call your supervisor if unable to work, present yourself in a professional manner, do not study or do your school work on the job, and complete tasks in a timely manner. Failure to adhere to policies may cause loss of your Federal Work Study job.

What To Do Now?

Complete Federal Application for Student Aid (if not already done so).

Complete Federal Work Study Application and return to the Financial Aid Office.

Contact Career Services to see the FWS jobs available.

Interview with potential supervisors.

If hired, complete all paperwork and turn in to the Human Resource Office.

Keep an accurate time sheet. **You may not work anytime that you are scheduled for class, even if the class is canceled or dismissed early.**

Turn in a time sheet the first day of each month to your supervisor.

Heart of Georgia Technical College

PRE-EMPLOYMENT INQUIRY RELEASE

(CONFIDENTIAL)

I, _____, am giving Database Systems permission to perform a consumer report (to include, but not limited to, credit, MVR, or **criminal background** check) on my past history, now, and on future dates or an investigation consumer report may be made and forwarded to **Heart of Georgia Technical College**. I understand that by signing this release does not in any way constitute automatic employment with **Heart of Georgia Technical College**. All questions must be filled out completely and accurately. Incomplete or inaccurate information may lead to rejection of your application for a background search. Information found to be false can also lead to rejection of your application.

Applicant Name: _____
(First) (Middle) (Last) (Maiden)

Address: _____

City: _____ State: _____ Zip: _____

Please list your current county of residence. If you have not lived in your current county for the past seven years, also, list the other county (s) you have lived in during the last seven years along with your current one.

- 1) Current County _____ State _____
- 2) Previous County _____ State _____
- 3) Previous County _____ State _____
- 4) Previous County _____ State _____

Race: _____ Sex: M / F Drivers License#: _____ State: _____

Social Security Number: _____ Date of Birth: _____

Applicant's Signature _____

Criminal Felony and Misdemeanor (State or Nationwide or Federal for 7 years)

Education Verification

Employment Verification

Criminal Felony and Misdemeanor (County for 7 years)

Social Security Match and Verification

Sexual Predator Search

Credit Report

Address Search

MVR-Driver Record

Citizenship Right to work

Professional Licensure or Certification

Personal and Professional References

APO/UPO or Requestors Name: Donna D. McMiller

Department/Agency: Heart of Georgia Technical College Address: 560 Pinehill Road State: GA Zip Code: 31021

Phone number: (478) 274-7934 Email Address: dmcMiller@heartofgatech.edu E-mail Results: Donna D. McMiller

***Inquiry must have at least one Heart of Georgia Technical College Authorized Signatures below:

_____ Donna D. McMiller, HR Coordinator	OR	_____ Beth Crumpton, Executive Vice President	_____ Date
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