



Mid-South Community College

Work Study Application

2011-2012

2000 West Broadway, West Memphis, AR 72301 Phone: 870-733-6729 Fax: 870-733-6719

Applicants for Federal Work-Study Program must complete the 2011-2012 Free Application for Federal Student Aid (FAFSA)

NAME _____ Social Security # _____
PRINT

ADDRESS _____

City, State, Zip _____ Phone _____

Name and Phone to notify in an emergency _____

Semester: _____ Major: _____

	Class Schedule		Available to Work	
	From:	To:	From:	To:
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

WORK HISTORY (attach Resume, if available)

Company name	Position	Dates Employed	Responsibilities

EDUCATION

Institution	Year	Degree/Major

SKILLS (Check all that apply)

- Answering Phones
 Filing/Scanning
 Typing
 wpm
 Microsoft Word
 Excel spreadsheets
 Ability to lift 40 pounds

POSITIONS (Rank your choices, up to 4 choices)

- Admissions
 Allied Health Lab
 Café Grille
 Diesel Shop
 Finance Office
 Financial Aid
 Human Resources
 IT
 LSC
 Library
 Maintenance
 Reading Tutor (off-site at Elem. School)
 Recruiting
 Science Lab
 University Center

I certify the information provided above is true and accurate. I understand I must be enrolled in a minimum of 6 hrs and no more than 15 hrs during the term and maintain a 2.00 cumulative GPA.

Signature _____ Date _____

2011-2012

FEDERAL WORK-STUDY

The Federal Work-Study Program is part of an overall financial aid program to aid students in getting an education who otherwise would be unable to because of financial need.

ELIGIBILITY FOR NEW APPLICANTS

- Must be eligible as determined by the Free Application for Federal Student Aid (FAFSA)
- Must be making satisfactory academic progress
- Must have a cumulative grade point average of 2.0 or better

The Financial Aid Office makes all work assignments.

- Both the student and supervisor sign work contracts.
- The student must complete and submit a W-4 and I-9 form (Employment Eligibility Verification). These forms must be submitted along with the student's social security card and driver's licenses or state ID to the Financial Aid Office.
- Time sheets and payroll information will be given to the student at that time.

Students must NOT begin work until officially assigned and all paperwork is completed.

REQUIREMENTS TO REMAIN ON THE FEDERAL WORK-STUDY PROGRAM

- Must maintain satisfactory academic progress standards
- Must maintain good working habits
 - Report to work on time
 - If unable to work or be on time, notify supervisor prior to scheduled start time
 - Complete and sign time sheets on timely basis
 - Conduct and dress should be appropriate to the work environment