

All portions of this section must be completed; failure to complete items may result in your application being declined for work-study:

Student's Name: \_\_\_\_\_ SID/SSN \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Student Email: \_\_\_\_\_

Major: \_\_\_\_\_ GPA: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_

Are you enrolled in at least six credit hours?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If yes, please explain?

\_\_\_\_\_  
\_\_\_\_\_

This application is for the following semester:  Fall  Spring

Please check the boxes that best describe your abilities, skills and/or interests {check all that apply}:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Typing                     | <input type="checkbox"/> Telephone Skills/Etiquette     | <input type="checkbox"/> Office Equipment Knowledge  |
| <input type="checkbox"/> Microsoft Excel Proficient | <input type="checkbox"/> Microsoft Word Proficient      | <input type="checkbox"/> Microsoft Access Proficient |
| <input type="checkbox"/> Filing                     | <input type="checkbox"/> Bulk Mailings                  | <input type="checkbox"/> Organizational Skills       |
| <input type="checkbox"/> Data Entry                 | <input type="checkbox"/> Peer Tutoring (Subject: _____) |  |
| <input type="checkbox"/> Other: _____               |   |  |

Please list any additional special skills or qualifications you think would help us evaluate your application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list prior work experience, starting with your most recent position:

Place of Employment	Dates of Employment	Duties

If you are a returning FWS student, do you wish to return to your previous position if available?  Yes  No

If yes, please list the office and supervisor's name: \_\_\_\_\_

- The FWS is a need-based program and part of the financial aid package. You must complete the FAFSA each year to determine if you are eligible.
- Completion of this application does not guarantee eligibility or placement in a FWS position.
- In assigning a FWS job, several factors are considered. These factors are financial need based on your budget, availability of positions, the amount of other assistance available to you, and the total work-study funds available.
- Applications are matched with department requests and students are assigned to areas that correspond with their interests and abilities. The work-study program is flexible --- it allows students to work on campus around class and study times.
- The number of work hours assigned is up to 20 hours per week while classes are in session.
- You must be enrolled for at least six credit hours while you are employed as a work-study student.
- Your work-study application will remain on file until the end of the academic year in which you apply. If you are eligible for work-study and a position is available, you will be contacted via student email with your job placement. If you are not eligible, an email will be sent to your student email letting you know why you are not eligible.

Student's Signature

Date

**Notice of Nondiscrimination:**

*Gaston College is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities, and does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender, gender identity or expression, pregnancy, disability, genetic information, age, or veteran status.*