

Interviewed \_\_\_\_\_  
Date

Southwest Virginia Community College  
2016-2017

Student Employment Application

Please complete all sections and return to the Financial Aid Office

**STUDENT SECTION- Please print clearly.**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Permanent Address \_\_\_\_\_

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

Have you ever worked at SWCC before? \_\_\_\_ Yes \_\_\_\_ No  
 If yes: Job Title- \_\_\_\_\_  
 Supervisors Name- \_\_\_\_\_

**Circle Applicable Job Skills:**

computer skills	reception	record keeping
communications skills	equipment maintenance	filing
general clerical	physical work	household maintenance
grounds maintenance	lab monitor	professor's assistant
phone skills	library skills	organizational skills

**Previous Work Experience:**

Job Title: \_\_\_\_\_

Most Recent Dates: \_\_\_\_\_

**Description of Employee Responsibilities:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other Specific Qualifications:**

Explain- \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SWCC Student Employment

### Student Eligibility

#### Enrollment

A student must be enrolled at full time (12 credit hours) to apply for an on campus job paid from financial aid funds.

#### Need

Priority for job placement will be given to early applicants who have unmet financial aid need as demonstrated by the Free Application for Federal Student Aid (FAFSA).

#### Special Skills

Some on campus jobs require workers to have special skills to fulfill the requirements of the job. When possible, these skills will be considered.

#### Work Limit

A student may only hold one 10 to 12 hours per week position or its equivalent during an academic year.

#### Academic

A student must maintain an academic standard to be employed on campus. The minimum academic requirements are described in the Satisfactory Academic Progress policy.

#### Termination/ Resignation

Students are expected to stay with the same job all year. If a particular situation warrants a job change the student must appeal to the Financial Aid Office.

When a student resigns from a position, the supervisor must contact the Financial Aid Office.

Positions that become vacant can be filled with another eligible student.

#### Evaluation

Supervisors will be required to evaluate student performance. The evaluation is kept on file for future reference.

# Federal Work Study Student Responsibilities

1. A student's job is an employment opportunity which will give valuable work experience. Sometimes the job will be directly connected with a student's major, sometimes not, but in all cases it is employment which will give experience in a work situation. The supervisor is a potential reference when seeking employment after leaving SWCC.
2. The Financial Aid Office is responsible for your job assignment. Be prepared for an interview with a prospective employer. A completed new hire packet must be returned to the Financial Aid Office before a student is officially hired -- work done before submitting a completed new hire packet to the Financial Aid Office will not be paid by Federal Work-Study funds. The number of hours available to work is listed on the work study introduction card and is subject to change based on availability of funds and eligibility of student.
3. You are required to notify the Financial Aid Office of any name or address change. Name changes cannot officially be made without a copy of new social security card.
4. You and your supervisor should set up a time schedule of when you will be able to work. Examine your class schedule realistically when allowing time for your job assignment. **Stick to your schedule** once it is arranged. **You are not allowed to work during times that you are to be in class!**
5. **It is your responsibility to turn in your timesheet by the due date listed on the payroll schedule included in your new hire packet. This is your responsibility and a late time sheet will result in a delay in pay for you.**
6. It is important to use your time well and avoid socializing on the job this includes social networking such as Facebook, MySpace, personal email and other personal usage of the computer. Misuse will be reason for immediate job dismissal.
7. Report to work **on time** and **with regularity**. If you are going to be absent because of illness or any "justifiable reason", you must call the supervisor personally as early in the working day as possible. Permission to be absent for other reasons should be requested, not expected.
8. A student employee must act in a professional manner concerning **confidentiality** of college and student records and confidentiality of information which comes to the student by virtue of his/her work. Breaches of such confidentiality and any act of dishonesty are just cause for immediate dismissal from the Federal Work-Study Program.
9. FWS jobs are normally terminated at the end of each academic year, however, a student employee must carry out the following procedure if he/she wishes to cease working: two weeks before quitting, talk to the Financial Aid Officer and your supervisor about your intention to stop work. Before quitting your job, you must submit a completed Release Form with your supervisor's signature to the Financial Aid Office. This is absolutely necessary because a work assignment is part of your total financial aid package.
10. Federal Work-Study students are expected to dress neatly and appropriately for the department in which they work. Each student should check with their immediate supervisor to determine the departmental dress requirements.