

# Office of Financial Aid

## WORK STUDY APPLICATION



If you are interested in receiving College Work-Study you must:

Complete the FAFSA @ [www.fafsa.ed.gov](http://www.fafsa.ed.gov)       You must be able to work 15-19 hours per week.

Complete the College Work-Study Application       Complete Background Investigation Authorization Form (Notarization required)

Date: \_\_\_\_\_ Are you currently a work-study student?  
 Yes     No

Semester requested (Check all that apply)     Fall     Spring     Sum I     Sum II

### Applicant Information

Student ID/SS#:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Current Address:

List any prior States(s) of residence for the past 10 years (Note: only list the state(s) of residence after age 17)

Drivers License #: \_\_\_\_\_ Drivers License State: \_\_\_\_\_ Do you have reliable transportation?  
 Yes     No

List the top 3 departments you would like to work in:

What is your classification?     Freshman     Sophomore    What is your major?

Indicate your preference for work hours:  
 Weekday morning     Weekday afternoon     Weekday evening     Weekends     No preference

### EDUCATION

School	City/State	Did you graduate?	If no, # yrs left	Date of graduation	Degree received	Major
High School						
GED:						
Other School						
College						

### Office Use Only

Amount of Eligibility: \$ \_\_\_\_\_ Amount of Eligible Hours: \_\_\_\_\_ Start Date: \_\_\_\_\_

Department Placed In: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Ext.: \_\_\_\_\_

Comments:

FAO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Work Experience – Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time, military, or volunteer commitments. PLEASE DO NOT complete this information with the notation “See Resume.” PLEASE NOTE: Grayson College reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From:                      To:		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name & Address:		
Ending Salary:			
Supervisor’s Name, Title & Phone:		Other Reference Name, Title & Phone	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for leaving:	
Dates Employed From:                      To:		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name & Address:		
Ending Salary:			
Supervisor’s Name, Title & Phone:		Other Reference Name, Title & Phone	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for leaving:	
Dates Employed From:                      To:		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name & Address:		
Ending Salary:			
Supervisor’s Name, Title & Phone:		Other Reference Name, Title & Phone	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for leaving:	

## GRAYSON COLLEGE WORKSTUDY AVAILABILITY

<b>DATE:</b>	<b>SEMESTER:</b>
<b>STUDENT NAME:</b>	<b>STUDENT ID:</b>
<b>BEST CONTACT PHONE:</b>	<b>EMAIL:</b>

### CLASS SCHEDULE

COURSE	DAY	TIME

### AVAILABILITY TO WORK SCHEDULE

DAY	TIME

Include all hours you are available to work as different departments have different hours.

**STUDENT SIGNATURE:** \_\_\_\_\_

## WORK STUDY REFERRAL SHEET

Student ID:		
Last Name:	First Name:	Middle Initial:
Phone:		Email:
<b>Referral Position</b>	<b>Supervisor</b>	<b>Referral Date</b>
<b>Date Student Contacted by Supervisor</b>	<b>Date Interviewed</b>	<b>Result: Hired/Not Hired</b>
Supervisor Interview Comments:		