

For Office Use:

Summer _____	Fall _____	Spring _____
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# Point University

## FEDERAL WORK-STUDY APPLICATION

I am applying for a Federal Work Study position at Point University. I understand this is an application and not a contract to work. I understand that I may work only a specified number of hours per week dictated by my Federal Work Study award of at least minimum wage. The maximum number hours per week I may work without special permission is 10 hours. To maintain eligibility, I must maintain satisfactory academic progress and be enrolled in a minimum six credit hours during any term working in the Federal Work Study program. **I understand completing this application does not guarantee a Federal Work Study job.**

### LIST THE TIMES YOU ARE AVAILABLE TO WORK FOR THE CURRENT TERM OF ENROLLMENT

	FALL	SPRING	SUMMER
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			
<b>Saturday</b>			
<b>Sunday</b>			

**THIS APPLICATION WILL EXPIRE ON OR BEFORE MAY 31, 2019.**

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Address \_\_\_\_\_

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

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

Alternate Phone \_\_\_\_\_

Program of Study \_\_\_\_\_

Anticipated Graduation Date \_\_\_\_\_

Have you previously worked in a Federal Work-Study position? \_\_\_\_\_

If YES, list the position and school \_\_\_\_\_

\_\_\_\_\_

**SPECIAL SKILLS OR EXPERIENCES**

**YES NO**

Typing			WPM _____
Computer Programs			
Office equipment (list all that apply)			
Using the internet			
Fluent in another language			Language _____

1. Are you legally eligible to work in the U.S?  
 YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, you will be required to provide proof of citizenship/immigration status upon employment.

2. Have you been convicted of a felony? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, please explain.

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**EDUCATION**

<u>High School/College</u>	<u>Graduate (Yes/No)</u>	<u>Major Course of Study</u>	<u>Dates Attended</u>

**PREVIOUS EMPLOYMENT INFORMATION**

**Begin with most recent job. Include any job-related military or volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disability or other protected status.**

EMPLOYER \_\_\_\_\_

BEGIN DATE \_\_\_\_\_ END DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

NAME OF SUPERVISOR \_\_\_\_\_

JOB TITLE \_\_\_\_\_

JOB RESPONSIBILITIES \_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

MAY WE CONTACT THIS EMPLOYER? \_\_\_\_\_

\_\_\_\_\_

EMPLOYER \_\_\_\_\_

BEGIN DATE \_\_\_\_\_ END DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

NAME OF SUPERVISOR \_\_\_\_\_

JOB TITLE \_\_\_\_\_

JOB RESPONSIBILITIES \_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

MAY WE CONTACT THIS EMPLOYER? \_\_\_\_\_

**REFERENCES (do not include relatives)**

<b>NAME</b>	<b>OCCUPATION</b>	<b>ADDRESS</b>	<b>PHONE</b>

**APPLICANT'S STATEMENT**

**I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary for an employment decision. In the event of my employment, I understand that false or misleading information given in my application or interview(s) may result in termination. I also understand that I am required to abide by all rules and regulations of the employer.**

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Non-Discrimination Statement**

Point University is an equal opportunity employer. It is the policy of the University, from recruitment through employment and promotion, to provide equal opportunity at all times without regard to race, color, sex, national origin, age, disability or any other characteristic protected by federal, state, or local anti-discrimination laws.