

2011–2012 Application for Federal Work Study

Those assigned work at Baptist Bible College have demonstrated a need through the Free Application for Federal Student Aid. Job assignments are based upon the student's financial need, the needs of the College and the skills of the student. Students on work study are employees of the College and are expected to abide by the regulations of the school.

Note: Completion of this application does not guarantee a job but aids in placements only. Please complete both sides of this application and return to the Office of Student Financial Services.

STUDENT INFO

Student's Name _____ Date of Birth _____

Baptist Bible College & Seminary Student ID # (if known) _____

Home or Permanent Address:

Street _____

City _____ State _____ Zip _____

Email _____

Phone Number (_____) _____ - _____

Year (check one)

Undergraduate Graduate

I plan on taking out Student Loans

Yes No

I am expecting to receive scholarships other than those granted by BBC&S (please give total) \$ _____

PREVIOUS WORK EXPERIENCE

Employer _____

Type of Work _____

Length of Employment _____

Employer _____

Type of Work _____

Length of Employment _____

Employer _____

Type of Work _____

Length of Employment _____

Skills and Interests (check all that apply to you)

- | | | |
|---|--|---|
| <input type="checkbox"/> Computer experience | <input type="checkbox"/> Library | <input type="checkbox"/> Off-campus (transportation required) |
| <input type="checkbox"/> Office experience | <input type="checkbox"/> Security | <input type="checkbox"/> Tutor |
| <input type="checkbox"/> Communication skills | <input type="checkbox"/> Food service experience | <input type="checkbox"/> Office assistant |
| <input type="checkbox"/> Custodial experience | <input type="checkbox"/> Maintenance experience | <input type="checkbox"/> EMT/firefighter |
| | | <input type="checkbox"/> Other _____ |



WORK STUDY REGULATIONS

The following is a list of the regulations that apply to students employed by the Federal Work Study Program. These regulations must be followed to continue Work Study employment. Any violation of these regulations may result in termination from the Federal Work Study Program.

- You must establish your work hours with your supervisor that are suitable for all concerned. Each month you and your supervisor must verify the time worked. Both of you are required to sign the time cards before submitting them to the Business Office.
- You are always expected to give regular, punctual, efficient, and cooperative performance on the job. It is the responsibility of the student to notify the supervisor if he/she is not able to report for work on time. If illness or some other unforeseen circumstance prevents your attendance at work, you must notify your supervisor in advance of your usual reporting time. **Never** "just fail to show" even if you are ill.
- Your personal business is to be conducted during non-working hours. This is a job. Friends should not visit with you while you are at work. Dress appropriately for your job. Always be neat and clean. You are expected to be business-like and polite in your dealings with all students, faculty, and the public while at work.
- In accepting a job under the Federal Work Study Program, you agree to remain with the job assigned for the time specified. Federal Work Study can only be terminated by the Director of Student Financial Services; however, a student may be dismissed by a supervisor. **Note! A Supervisor's Evaluation of the Federal Work Study Student will be completed at the end of each semester and become part of the student's permanent file.**
- Students are not allowed to use College computers or equipment in their work place for the purpose of doing their assignments. Additionally, College telephones are not to be used for personal use.
- If time cards are not turned in by the designated time, the hours worked will be processed for the next payroll.
- You can be terminated if you over-earn your maximum award total.
- Awards not earned on the Federal Work Study Program will be lost.
- You must terminate your employment immediately upon withdrawal from the College.

Signature of Student _____

Date _____

FOR OFFICE USE ONLY

Enrollment Hours _____

Number of Semesters _____

Awards _____

Business Officer Signature _____

Date _____

