

APPLICATION FOR 2013-2014 WORK-STUDY

Those assigned work at Faulkner University have demonstrated a need through application for financial aid. Job assignments are based upon the ability to do the work required.

You are being considered for the work-study program. As you submit this application for work privileges, please keep in mind the following:

1. Work-study is not a grant or rebate. It is a **real job**. You will receive a paycheck.
2. When you accept a job assignment, you will be expected to do the work.
3. Students on work-study are employees of the university and are expected to abide by the regulations of the school.

Name _____
Last First M.I.

Date of Birth _____ Sex: M ___ F ___ Cell Phone # _____

Home E-Mail _____

Major _____

Have you previously been employed on work-study at Faulkner? Yes ___ No ___

If possible, would you like to be reassigned to your last position? Yes ___ No ___

Do you have any physical limitations? Yes ___ No ___

If yes, describe: _____

Skills (check all that apply):

___ computer experience
___ copy machine/collating
___ filing
___ typing
___ Excel
___ filming

Jobs Available (see website for more details):

___ Athletics
___ Band
___ Computer lab
___ Education lab
___ Gardener
___ Library
___ Maintenance
___ Multiplex
___ Office Assistant
___ Science Lab
___ Service
___ Telemarketing
___ Theater
___ Tutoring
___ Yearbook

Would you be interested in a tutoring job off campus? _____

Signature of Applicant

Date

NOTE: COMPLETION OF THIS APPLICATION DOES NOT GUARANTEE A JOB. IT AIDS IN PLACEMENT ONLY. PLEASE COMPLETE AND RETURN TO THE FINANCIAL AID OFFICE.

Revised 02/06/13

STUDENT REGULATIONS

The following is a list of the regulations that apply to students employed in the work-study program at Faulkner. These regulations must be followed to continue work–study employment. Any violation of these regulations may result in termination from the work-study program.

1. You must establish work hours with your supervisor that is suitable for all concerned. Each month you **and** your supervisor must verify the time worked. **Both of you are required to sign the time sheet. Your supervisor will be required to turn in your timesheet to the Financial Aid Office.**
2. Work-study is a part time job. You will be given an hour's pay for an hour's work. Fringe benefits such as sick leave, vacation pay, and holiday pay are not part of your compensation.
3. You and your supervisor are responsible for keeping up with the number of hours you are authorized to work. If you exceed your total award for a term, part of your other aid for the academic year may be cancelled.
4. Students who accept work-study jobs are expected to work the entire period of the assignment, to give **regular, punctual, efficient, and cooperative performance on the job.** Students should notify supervisors in advance when illness or unforeseen circumstances prevent attendance. Never just “fail to show”, even if you are ill.
5. Your personal business is to be conducted during non-working hours. This is a **REAL JOB.** Friends should not visit you while you are at work. Dress appropriately for your job and according to the dress code policy in your personnel information. Always be neat and clean. You are expected to be business-like and polite in dealing with all students, faculty, and the public while at work.
6. Office computers are not to be used for the purpose of doing class assignments. Also, office telephones are not to be used for personal use.
7. If time sheets are not turned in by the designated time, the hours worked will not be processed until the next payroll period.
8. You will not be paid work-study funds for hours worked in excess of the maximum semester amount listed on your award letter or after the semester ends. **Money awarded but not earned will be lost.**
9. You must terminate your employment immediately upon withdrawal from school.
10. In accordance with Federal Regulation (45 CFR 175, 19B21A), the signature of the supervisor on the timesheet certifies the number of hours worked. The student must also sign the time sheet. Any student knowingly making false entries on a timesheet or obtaining a false signature of approval will be referred to the University Discipline Committee for appropriate action. Standard sanctions include removal of the right to receive work-study aid and restitution of funds received for time not worked.

Student's signature

Date

Financial Aid Advisor

Date