



**2016-17 Federal Work-Study Application
Office of Student Financial Services
Allman 261**

Priority Deadline: July 5, 2016

(Applications submitted after this date will be considered, but only after those that came in by July 5.)

If you are interested in the federal work-study program, we welcome this application from you, but due to the volume of applications and the limited number of positions, we cannot offer positions, or even interviews, to all applicants. Depending upon the jobs available and your job skills you may be contacted for an interview by phone or through your Forsyth Tech email account. If we are unable to offer an interview to you initially due to limited positions, we will keep this application on file for the 2016-17 school year in case future opportunities arise.

Please complete each line fully and neatly in black ink. Incomplete applications may not be considered.

Name: _____ Student ID #: _____

Preferred Phone #: _____ Current Program of Study (major): _____

Timeframe available to work: _____ Morning _____ Afternoon _____ Any time

Number of hours you are available to work per week: _____ 10 _____ 15 _____ 20

Which campus is most convenient for you (**pick no more than 2**): _____ Main Campus _____ West Campus (Bolton St)
_____ Woodruff Center (Carver St) _____ Swisher Center (Kernersville) _____ Stokes Co. Center (Danbury)
_____ Northwest Forsyth Center (King) _____ Transportation Center (North Patterson Ave.)

Description of your skills/abilities/experience: _____

What computer skills do you have? (including software used): _____

Do you currently work for the college in any capacity (ex. tutor, lab assistant, part-time employee, special projects, etc.)?
_____ Yes _____ No

Most students have been offered a Federal Direct Student Loan for the 2016-17 school year. Due to regulations that do not allow financial aid awards to exceed our established Cost of Attendance, in most cases, federal work-study awards must replace all or a portion of Federal Direct Student Loans. Please select one of the two options below. If this section is left blank, your application will be considered incomplete. (If you do not understand the statement above or the options below, feel free to contact our office for a verbal explanation.)

Select One:

- _____ Reduce the student loan amount to accept the federal work-study award
- _____ Decline the federal work-study opportunity and leave the loan award unchanged

Please complete the back of this form.

Areas in which you have an interest in working?

Do not leave this section blank and do not check all. These applications may be forwarded to the areas you indicate. If you leave this section blank or if you check all boxes, it will be difficult to determine where to best forward your application. Therefore, **select no more than three (3) areas** that you would like to be considered for.

- General Office with student interaction (must be able to file, use Microsoft Office, good communication skills and people skills)
- Administrative Office (office experience preferred, may be asked to dress professionally, excellent communication and people skills)
- Filing (such as paper files or scanning files – must have already successfully completed ENG 111)
- Dishwashing (morning and early afternoon availability only)
- General Clerical Duties (such as making copies, running errands on campus, may include some light lifting)
- Working with elementary age children (this position focuses on reading and requires a background check)
- Working in an office related to health (may require some light lifting)
- Working with a faculty or staff member (may include filing, organizing, data entry, data collections, etc.)
- Library duties (may include filing, shelving books, organizing, etc.)
- Computer-related (must be proficient with computers, and in some cases may need a high level of skill, such as programing, trouble-shooting, etc.) List computer skills: _____
- Shop-related (general shop duties, cleaning and organizing tools, etc.)
- Student-focused (work directly with student body, assist with various campus activities, data collection, etc.)
- Science-related (may require a successfully completed science class, and may require some weekend work hours)

If you have any specialized skills, such as medical, computer programming, dentistry, design, certifications, mechanical, science, math, etc., please list them here. _____

Are you bilingual? If so, what languages do you speak? _____

Federal work-study applications will be screened to determine whether your skills and hours of availability match up to positions offered during the 2016-17 school year. Departments will review applications and select candidates for interviews. If you are contacted for an interview, dress appropriately for the interview and take your fall class schedule with you, if you have already registered at the time of the interview. We wish that we could offer a position to every applicant, but positions are limited. Selected candidates will likely be contacted during the summer months, with the hope that the work assignment would begin with the first day of class for the Fall Semester.

I certify that the above information is correct to the best of my knowledge. I understand this is a preliminary screening application and that more paperwork will be required if I am selected for the program.

Signature: _____ Date: _____

Please return to the Office of Student Financial Services.