



## Federal College Work Study Application Instructions

### Requirements:

**You must meet the following minimum requirements for participation in the Federal College Work Study Program:**

- Complete the FAFSA to determine award eligibility
- Complete all sections of the college work study application (including submitting a current copy of resume)
- Enroll in at least one curriculum course (3-credit hrs.).
- Must be in good academic standing
- Have an unmet student financial aid need as determined by your FAFSA and amount of financial aid award after you have accepted or declined your financial aid offers

### Employment Disclaimer:

Pursuant to section 41-1-110 of the code of laws of SC, as amended, the language used in this document does not create an employment contract between the employee and the agency. Your financial aid and enrollment eligibility are subject to verification before a job interview is scheduled. Job interviews are mandatory for placement. Background checks and completion of all HR paperwork including a W-4 and I-9 E-verification are mandatory for all new hires.

Please be aware that some positions may require completing a background check.

### How to View Job Postings

Visit <https://www.collegecentral.com/spartanburg/>. To get started, click "Create Account". Use your 7-digit student ID number or 7 digit phone number to User ID and choose a password. Now you can search for all jobs posted to SCC

### How to Submit Application

**After completing the application, print out the document, sign and date where indicated, and submit to the following location:**

- SCC Financial Aid & Veterans Affairs Office- Dan L. Terhune Building Office 147

### Questions about Work Study?

**Contact Jessica Grove, Work Study Coordinator**

- Phone Number: (864) 592-4445; Email Address: [grovej@sccsc.edu](mailto:grovej@sccsc.edu) ; Location-Dan Terhune Building Office 147

# Spartanburg Community College – Federal College Work Study Application

## Federal Work Study Requirements:

You must meet the following minimum requirements for participation in the Federal College Work Study Program:

- Complete the FAFSA to determine award eligibility
- Be enrolled in at least half time in curriculum courses (6-credit hrs.) and be in good academic standing
- Have an unmet student financial aid need as determined by your FAFSA and amount of financial aid award

## Application Personal Information

Name: \_\_\_\_\_ SCC ID # \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

## Applicant Qualifications - REQUIRED

*Please answer all questions below:*

1. Have you completed a FAFSA? Yes\_\_ No\_\_
2. Which semester(s) do you want to work? Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_
3. Are you enrolled in at least half time (6 credit hours)? Yes\_\_ No\_\_
4. What is your major? \_\_\_\_\_ What is your anticipated graduation date? \_\_\_\_\_
5. Have you ever participated in college work study? Yes\_\_ No\_\_
  - a. If yes, when and which department? \_\_\_\_\_
6. Do you have your own transportation? Yes\_\_ No\_\_
7. Will you commit to a minimum of 20 hours a week? Yes\_\_ No\_\_
8. Are you interested in off-campus work-study jobs? Yes\_\_ No\_\_

*Skills and Strengths – Check all that apply.*

- Microsoft Office (MS Word, Excel, PowerPoint, Publisher, etc.)
- Administrative/Customer service support (answer multi-line phone systems, filing, greeting clients, meeting with people, etc.)
- Education support (tutoring, after school programs, instruction, etc.)
- Other: \_\_\_\_\_

*In the space below, please indicate the hours and days are you available to work. (Please review your current class schedule and note specifically which days and times you can work. Be specific (for example, “when I am out of class” is not specific. However, “Monday 1-3pm” is specific).*

MON: \_\_\_\_\_ To \_\_\_\_\_ TUES: \_\_\_\_\_ To \_\_\_\_\_  
 WEDS: \_\_\_\_\_ To \_\_\_\_\_ THURS: \_\_\_\_\_ To \_\_\_\_\_  
 FRI: \_\_\_\_\_ To \_\_\_\_\_ WEEKEND: \_\_\_\_\_ To \_\_\_\_\_

## OPEN POSITIONS – Visit [www.collegecentral.com/spartanburg/](http://www.collegecentral.com/spartanburg/) to view listings.

1) \_\_\_\_\_ job # \_\_\_\_\_ 2) \_\_\_\_\_ job # \_\_\_\_\_  
 3) \_\_\_\_\_ job # \_\_\_\_\_ 4) \_\_\_\_\_ job # \_\_\_\_\_

## References

*Please list two professional references:*

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

## Refer a Friend

*Do you know another student who might be interested in work-study?*

Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_  
 Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

## Certification

*All applicants must sign this form. By signing this form, you are stating that all above information is true and to the best of your knowledge correct. Additionally, I authorize SCC to contact my references.*

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