



Albany Technical College

Office of Financial Aid
1704 South Slappey Blvd.
Albany, Georgia 31701

**Federal Work
Study Application
2019-2020**

I am applying for a work study position at Albany Technical College. I understand that this is an application and not a contract to work. **I understand that this does not guarantee me a position.** If selected, I understand that I may only work up to 20 hours per week and for the rate of pay dictated by my FWS contract. **To maintain eligibility, I must maintain satisfactory academic progress and be enrolled for a minimum of six credit hours per semester. If I drop below 6 credit hours, I cannot continue to work that term. Furthermore, I understand that I must adhere to a criminal background check and can only begin work after clearance from Human Resources.**

Semester applying for: _____

Aid Year: _____

Desired Departments

1.	
2.	
3.	
4.	
5.	

Available times to work

Mon	
Tues	
Wed	
Thurs	
Fri	

Identification Information

Student ID Number **900-** _____ Date _____

Student E-mail _____ @student.albanytech.edu

Last Name _____ First Name _____ Middle _____

Home Phone _____ Grade Point Average _____

Program of Study _____ Anticipated Graduation Date _____

Have you ever worked in a Work-Study Position at Albany Technical College? Yes No
If Yes, list Position(s), Supervisor(s) and Year(s): _____

Special Skills or Experiences:

Typing (WPM____) Yes No Using the Internet Yes No

Writing (Creative or Technical) Yes No Word Processing Yes No

Audio-Visual Equipment Yes No Mathematics Yes No

Fluency in second language Yes No
(language_____)

Comments regarding Skills / Abilities _____

Have you been convicted of a felony? Yes No If yes, please explain: _____

See reverse side ▶

Office Use Only

Fall		Spring		Summer	
<input type="checkbox"/> Eligible	<input type="checkbox"/> In-Eligible	<input type="checkbox"/> Eligible	<input type="checkbox"/> In-Eligible	<input type="checkbox"/> Eligible	<input type="checkbox"/> In-Eligible

References

(Give the name, address, telephone # of 3 references who are not related to you)

1
2
3

Previous Employment Information

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

Employer _____

Address _____

Telephone _____ Supervisor _____

Job Title _____ Hourly Rate / Salary _____

Work Responsibilities _____

Reason for leaving? _____

May we contact this employer? Yes No **Dates of Employment** _____

Employer _____

Address _____

Telephone _____ Supervisor _____

Job Title _____ Hourly Rate / Salary _____

Work Responsibilities _____

Reason for leaving? _____

May we contact this employer? Yes No **Dates of Employment** _____

Employer _____

Address _____

Telephone _____ Supervisor _____

Job Title _____ Hourly Rate / Salary _____

Work Responsibilities _____

Reason for leaving? _____

May we contact this employer? Yes No **Dates of Employment** _____

APPLICANT'S STATEMENT:

I certify that 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 at 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 understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date