

Application for Federal Work Study

On-campus students only

Those assigned work at Amridge University 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 University and the skills of the student. Students on work study are employees of the University and are expected to abide by the regulations of the school.

Name _____
last first middle social security no.

Address _____ City _____ St _____ ZIP _____ Day phone (____) _____ ext. _____

_____ male female undergraduate graduate
date of birth

Have you been previously employed on Federal Work Study at Amridge University? yes no
If possible, would you like to be reassigned to your last position? yes no

Previous work experience . . .

<i>EMPLOYER</i>	<i>TYPE OF WORK</i>	<i>LENGTH OF EMPLOYMENT</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Skills and interest *(check all that apply to you)*

- | | | | |
|---|--------------------------------------|---|----------------------------------|
| <input type="checkbox"/> computer experience | <input type="checkbox"/> mailroom | <input type="checkbox"/> typing | <input type="checkbox"/> library |
| <input type="checkbox"/> copy machine/collating | <input type="checkbox"/> maintenance | <input type="checkbox"/> Center For Extended Learning | |
| <input type="checkbox"/> filing | <input type="checkbox"/> other _____ | | |

Office Use Only

_____ *Enrollment (hours)* _____ *number of semesters* _____ *award*

***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 Financial Aid Office.***

Amridge University

Where Traditional and Online Education Merge

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Montgomery, AL 36117
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Fax: 334.387.3878
www.amridgeuniversity.edu

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 Financial Aid; 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 university computers or equipment in their work place for the purpose of doing their assignments. Additionally, university 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. These hours will not automatically be carried over to Summer school if you plan on attending.
- ✓ You must terminate your employment immediately upon withdrawal from the University.

student's signature

date

business officer

date