2015-2016 Federal Work Study
Student Employment Application Instructions

The Federal Work Study Program provides part-time need-based employment opportunities on campus and in off campus community service partners, for undergraduate and graduate students who meet the eligibility criteria. Wages are provided by an allocation of federal dollars received by the university.

How to Apply:

- Complete this application, as soon as possible. **February 13th** is the priority deadline to be considered for fall 2015 and spring 2016 work study awards. This job application will be used in order to assist in finding you a job; please keep in mind that each year we do have a waitlist of students for work study employment and therefore it is in your best interest to submit the application by the priority deadline.
- Submit the **2015-16 FAFSA** (Free Application for Federal Student Aid) at www.FAFSA.gov, as soon as possible but, by the **March 1st priority deadline**. In addition to checking “yes” to box 31 to indicate your interest in the Federal Work Study program, you must complete this application. The **FAFSA** is used to determine your financial eligibility for participation in the program, since federal work study is a need-based program.

**Eligible students** will be notified of their eligibility and placement.

- **New students** will receive notification in the spring when financial aid “packaging” begins.
- **Currently enrolled students** will receive notification after spring grades have been processed and satisfactory academic progress (SAP) has been determined.

**Contracts containing the details of the work study placement will be mailed in mid-June. Please read your contract closely if placed in a position on campus since certain positions do require an interview or additional paperwork in advance.**

Please check your WCU e-mail account and monitor your aid package via myWCU, for financial aid alerts, on a regular basis.

Federal Work Study awards, unlike other sources of financial aid, will **NOT** appear as anticipated aid on your account summary/bill. Students receive direct, bi-weekly compensation for the hours worked. Earnings are intended for educational expenses.

Federal Work Study Student Employment program participants **may hold only one job** processed by the WCU Payroll Office. This is due to the limited number of jobs available on campus. Students offered Federal Work Study are under no obligation to accept the offer.

Students placed in community service positions that work with children will be required to have current child care/criminal background clearances. Please contact the Office of Service – Learning and Volunteer Programs for agency requirements at (610) 436-3379.

Not all students interested in the Federal Work Study Program will be able to participate due to the eligibility guidelines governing the program and the funding available.

PLEASE DETACH THIS PAGE PRIOR TO SUBMITTING YOUR APPLICATION
Federal Work Study Student Employment Application
Priority deadline ~ February 13th

Please print and complete this application entirely in black/blue ink:

Student Name: ________________________      ____________________      WCU ID or SSN# ____________
      Last Name                                             First Name                                MI

Student's Current Telephone #_____________________________
Date 2015-16 FAFSA filed______________________

Check one:
☐ 1st Year (0-29.5 crd)  ☐ 2nd Year (30-59.5 crd)  ☐ 3rd Year (60-89.5 crd)  ☐ 4th Year (90+ crd)

Major: _____________________________(Anticipated) ☐ Undeclared  ☐ Undergraduate OR ☐ Graduate

Please state your desired department in order of preference. Job Descriptions can be found online at
www.wcupa.edu/workstudyjobs. Please review these descriptions carefully since certain jobs do require
specific skill sets or potentially an interview to be conducted.

  1st _____________________________  2nd _____________________________ 3rd _____________________________

Have you participated in the Work Study Program at West Chester University before? ☐ Yes ☐ No
If yes, do you want to be reassigned to your current location? ☐ Yes ☐ No
If yes, what is your supervisor’s name (print) ______________________________________________________
If yes, please secure supervisor’s signature ______________________________________________________

  Supervisor’s signatures are REQUIRED in order to guarantee placement in your current position

Please check all skills and experience that apply**: ☐ Art/Graphics ☐ Audiovisual ☐ Theatre/Costume
☐ Customer Relations ☐ Library ☐ Foreign Language ☐ Tutoring ☐ Athletic (coaching, ref, trainer) ☐ Clerical/Office Exp. ☐ Computer skills (Excel, MS Word, PowerPoint) ☐ Business/Accounting ☐
Social Media ☐ Web Design ☐ Child care experience ☐ Other _____________________________

**Although not required it is in the student’s best interest to attach a résumé to this application. Please
include any prior work experience and/or additional information in regards to any of the
skills/experience that were checked off above.

Do you have a valid driver’s license? ☐ Yes ☐ No  Will you have a car? ☐ Yes ☐ No
Are you willing to carpool? ☐ Yes ☐ No

I understand that if offered Federal Work Study I will be issued a contract in mid-June or later depending
on availability and I may only hold one job processed by the WCU Payroll Office at one time.

__________________________________________       ____________________
Student’s Signature                           Date