



**Nash Community College
Federal Work-Study Application**

The Federal Work-Study Program is an opportunity for undergraduate students to receive practical work experience that will enhance their job skills. Jobs are on campus (approximately 12-25 hours/week) and hours are scheduled around your class schedule.

To be considered for a work-study position, the student should have completed the FAFSA application, have a GPA of at least 2.0 or better, and be enrolled at least half-time (6 or more credit hours).

If you are selected for an interview for a work-study position you will be contacted by phone and/or e-mail. Please make sure that a valid phone number is provided on the application. We will keep this application on file for the _____ academic school year for consideration when jobs become available.

The applicant hereby acknowledges and agrees that acceptance of this application and placement in a work-study assignment is not a representation or promise of future employment or other contractual arrangement with Nash Community College. Placement in a work-study assignment does not and will not confer eligibility upon applicant for any employment-related benefits such as medical insurance, life insurance, vacation or sick leave.

Date_____

Signature_____



Nash Community College

Federal Work-Study Application

Name _____
Last First Middle Maiden

Address _____
City State ZIP

Student ID# _____ Major _____

Phone # _____ E-mail _____

Program of Study _____

Extracurricular interest _____

- Previous Work Experience -

Employer _____ Position Title _____

Address _____ Phone _____

Job Description _____

May we contact employer? Yes/No Supervisor's Name _____

Dates of Employment _____ to _____ Reason for leaving _____

Skills and/or Training _____

Do you have transportation available? Yes/No

Have you ever been convicted of an offense against the law other than a minor traffic violation? Yes/ No

If yes, explain fully on an additional page. A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the position for which you are applying. Failure to disclose this information may affect your selection for participation in this program.

References

List the names of three (3) individuals, other than relatives, we may contact for references. Two (2) of the reference sources should be job-related.

1. Name _____ Address _____ Telephone _____

2. Name _____ Address _____ Telephone _____

3. Name _____ Address _____ Telephone _____

Declaration of Applicant

This application does not guarantee a position in the work-study program. If your Pell Grant is terminated your work-study position will be terminated as well. Student placement is based on funding and eligibility.

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions. I am aware that should an investigation disclose any misrepresentation, omission, or falsification, my application may be rejected, or if already employed, my employment may be terminated.

I understand that North Carolina is an employment at will state. Although it is desirable for employees of Nash Community College to form long-standing employment relationships with the College, either the employee or the College may terminate the relationship at any time, for any reason, with or without notice. Neither the College policies or practices nor its employee procedures are intended to alter an employee's at will relationship.

I permit Nash Community College to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release Nash Community College, my former employers & all other persons from any & all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

Print Full Name _____

Signature _____ Date _____

Your interest in Work-Study at Nash Community College is very much appreciated. The college wants to find the best qualified people available. Although everyone who applies cannot be hired, your application will be given every consideration. Thank you for offering your services to Nash Community College.

Nash Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following have been designated to handle inquiries regarding the non-discrimination policies:

Director of Counseling & Disability Services
522 North Old Carriage Road
Rocky Mount, NC 27804

Director of Human Resources
522 North Old Carriage Road
Rocky Mount, NC 27804

Office Use Only

GPA _____ Enrollment Status New ____ Returning ____

Credit Hours: Fall _____ Spring _____ Summer _____

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