



Student's Name: \_\_\_\_\_  Returning FWS  New FWS

Complete Street Address: \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Student ID: \_\_\_\_\_ Major: \_\_\_\_\_

Are you enrolled for at least six credit hours:  Yes  No

Are you or will you be working in another position/capacity for DCC?  Yes  No

Where? \_\_\_\_\_

Number of hours per week you desire to work: \_\_\_\_\_

Date available to begin work: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Some work-study positions are located off-campus. Do you have reliable transportation?  Yes  No

Please check what best describes your abilities, skills and/or interests (check all that apply):

- Typing (WPM \_\_\_\_\_)
- Bulk Mail Outs
- Office Equipment Knowledge
- Excel/Spreadsheet Proficient
- Excellent Writing Skills
- Research
- Photography
- Audio Visual Equipment
- Filing
- Public Relations
- Data Entry
- Word Proficient
- Excellent Math Skills
- Organizational Skills
- Facilities Maintenance
- Video Editing
- Install Hardware / Software
- Telephone Skills / Etiquette
- Peer Tutoring
- Access /Database Proficient
- Proofreading
- PeopleSoft Knowledge
- Library Work Experience
- Web Design
- Digital Camera
- Other: \_\_\_\_\_

Please list any additional special skills or qualifications you think would help us evaluate your application:

\_\_\_\_\_  
\_\_\_\_\_

Please list prior work experience, starting with your most recent position:

Place of Employment	Title	Dates of Employment	Supervisor's Name	Supervisor's Phone #

## Application for Federal Work-Student Employment

What days and hours are you available to work (please attach your class schedule for the requested semester of employment)?

	Monday	Tuesday	Wednesday	Thursday	Friday
A.M.					
P.M.					

\*\*PLEASE ATTACH A COPY OF YOUR CLASS SCHEDULE TO THIS APPLICATION\*\*

Danville Community College is committed to Equal Opportunity / Affirmative Action and Diversity.

The College does not discriminate on the basis of race, sex, color, religion, national origin, age, political affiliation or against other qualified persons with disabilities.

- The FWS is a need-based program and part of the financial aid package. You must complete the FAFSA each year to determine if you are eligible.
- Completion of the Employment Application does not guarantee eligibility or placement in a FWS position.
- In assigning a FWS job, several factors are considered. These factors are financial need, number of hours per week the student can work, the amount of other assistance available to the student, and the total work-study funds available.
- Applications are matched with department requests and students are assigned to areas that correspond with their interests and abilities. The work-study program is flexible – it allows students to work on campus around class and study times.
- The number of work hours assigned is approximately 15 hours per week, while classes are in session.
- Employees currently working for DCC in another capacity may not qualify for work-study.
- You must be enrolled for at least six credit hours while you are employed as a work-study student at DCC.

I understand that by virtue of my student employment with Danville Community College, I may have access to records, which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act (FERPA) of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates DCC's policy and could constitute just cause for disciplinary action, including termination of my employment, regardless of whether criminal or civil penalties are imposed.

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Student's Signature

Date

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FOR FINANCIAL AID OFFICE USE ONLY:

Date Received by Financial Aid: \_\_\_\_\_

EFC: \_\_\_\_\_

Current Enrollment: \_\_\_\_\_

Current GPA: \_\_\_\_\_