Centenary Student Employment/FWS Application

Name: ________________________________  Student ID: ________________________________

Campus Box: ______  Cell Phone: ______  Email Address: ________________________________

Classification (circle one):  FR  SO  JR  SR  Awarded Federal Work-study (circle one)?  Yes  No

Employment Options are listed CAREERlink at www.centenary.edu/career/sclink

Which positions are you applying for?

<table>
<thead>
<tr>
<th>1st Choice: Job #: _________</th>
<th>________________________________</th>
<th>Department/Supervisor</th>
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<tbody>
<tr>
<td>2nd Choice: Job #: _________</td>
<td>________________________________</td>
<td>Department/Supervisor</td>
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<td>3rd Choice: Job #: _________</td>
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<td>Department/Supervisor</td>
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Major ___________________________  Date available to start? ________________  Available nights/weekends?  Yes  No

Indicate special or specific skills (circle):  Access  Filing  Excel  Word  Power Point  Typing  Web Design

Have you worked on-campus before (circle one)?  Yes  No  For which Department? ________________________________

Is there anywhere you really don’t want to work? For example, you could have two years day care experience but it may be the last place on earth you want to work during college. If so, now is the time to tell us: ________________________________

Additional skills: ________________________________

THINK ABOUT WHEN YOU ARE AVAILABLE TO WORK – PLEASE PROVIDE SPECIFIC TIMES WHEN APPLICABLE

<table>
<thead>
<tr>
<th>Days of the Week</th>
<th>Morning (8a – Noon)</th>
<th>Afternoon (Noon – 5p)</th>
<th>Evening (5p – 10p)</th>
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STUDENT EMPLOYMENT/FWS AGREEMENT

1. I understand that any false statements or omissions of information in this application will be sufficient cause for disqualifying my application from consideration or for discharge if hired.

2. Applicants accepted for employment should understand that while every effort to provide steady employment is made, there are no employment contracts, and the permanence of any position cannot be guaranteed. Job tenure can be affected by economic conditions, changes in laws, College policies, conformity to work rules, job performance, etc.

3. Work-study students are eligible to earn the amount indicated on their award letter. Your employment ends when you reach your earnings level.

4. Work-study students are eligible to work during the official school term. They are not eligible before the term begins, after the term ends, or during official breaks. Contact the Financial Aid Office for possible exceptions.

5. Timesheets must be submitted at the end of each pay period for that period’s hours. Late timesheets will be processed during the next pay period.

6. I understand that timesheets are not complete until both the supervisor and student verify the hours submitted.

7. I understand that intentionally submitting false information on the Federal Work Study time sheet is a Federal offense and can result in loss of employment and/or may be punishable by law.

STUDENT RESPONSIBILITIES

A work-study student is expected to hold his/her academic progress as the number one priority. It is understood that students are at Centenary College to be educated and not for the sole purpose of part-time employment. However, work-study can be an education in itself, and students who choose to work in the Work-Study program are expected to perform in a professional and reliable manner.

The Student is expected to:

- Complete all necessary forms before beginning work.
- Provide the employer with a schedule of the hours and days the student is available for work.
- Accurately report the hours worked, and submit timesheets to the supervisor by the due date each month.
- Maintain his/her accepted work schedule and inform the employer in a timely and appropriate manner of his/her inability to maintain this schedule.
- Seek permission from the supervisor to be excused from regularly scheduled work hours.
- Follow and maintain confidentiality with regards to any information revealed during his/her employment. A student employee may be required to sign a Confidentiality Agreement.
- Do not expect to be able to study during work hours.
- Make every effort to perform assignments in a satisfactory manner. Failure to perform satisfactorily may result in your termination. Under these circumstances the Office of Financial Aid is not obligated to find the student other employment.
- You should notify your employer within two weeks of your intention to terminate your employment.
- You will be terminated immediately upon withdrawal from Centenary.

This is to certify that I have read, understand, and agree to comply with the above statements.

Applicant’s Name (Print)    Applicant’s Signature    Date

Students not submitting Student Employment/FWS Applications are assigned at the discretion of the Office of Financial Aid.

Print clearly and return this form to:

Ms. Keeley Pratt | Financial Aid Office-Hamilton Hall | 318-869-5137 | kpratt@centenary.edu