

Centenary Student Employment/FWS Application

Name: _____

Student ID: _____

Cell Phone: _____

Email: _____

Classification (circle one) FR SO JR SR

Which positions are you applying for?

1st Choice:	Job # _____	_____	Department/Supervisor
2nd Choice:	Job # _____	_____	Department/Supervisor
3rd Choice:	Job # _____	_____	Department/Supervisor

Major _____

Available nights/weekends? Yes No

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

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

Days of the Week	Morning (8a - Noon)	Afternoon (Noon - 5p)	Evening (5p - 10p)
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

STUDENT EMPLOYMENT/FWS AGREEMENT

1. I understand that any false statements or omissions of information in the application will be sufficient cause for disqualifying my application from consideration or discharge if hired.
2. Work/Study students are eligible to earn the amount indicated on their award letter and/or contract. Your employment ends when you reach your earnings level.
3. 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.
4. 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.
5. I understand that timesheets are not complete until both the supervisor and student verify the hours submitted.

6. I understand that intentionally submitting false information on the work/study timesheet 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 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. Student employees are required to sign a Confidentiality Agreement.
- Do not expect to be able to study during work hours.
- Dress appropriately for your workplace. Your supervisor can ask you to leave if your clothing is not professionally acceptable.
- Make every effort to perform assignments in a satisfactory manner. Failure to perform satisfactorily may result in termination. Under these circumstances, the Office of Financial Aid is not obligated to find you 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

Please print clearly and return this form to:

Keeley Pratt, Financial Aid Assistant

kpratt@centenary.edu

(318) 869-5137