



**JAMES SPRUNT COMMUNITY COLLEGE'S  
2021 - 22 FEDERAL WORK-STUDY  
EMPLOYMENT APPLICATION**

- **PLEASE FILL OUT THE APPLICATION COMPLETELY. IF IT DOESN'T APPLY, USE "N/A".**
- For a list of available positions, please visit <https://jamesprunt.edu/financial-aid/federal-work-study-program/>.
- RETURN COMPLETED APPLICATIONS TO: James Sprunt Community College (Financial Aid Office), Attention: Sholanda Moore, Post Office Box 398, Kenansville, NC 28349

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_  
 Street (Use P.O. Box, if available)                      City                      State                      Zip

Email address \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home phone \_\_\_\_\_

Birth Date \_\_\_\_\_ Major \_\_\_\_\_ Exp. Graduation Date \_\_\_\_\_

Have you completed a 2021-22 Free Application for Federal Student Aid (FAFSA)?	
Yes	No
Are you currently enrolled in a degree or diploma program at James Sprunt Community College?	
Yes	No
Have you ever been a Work-Study Student at JSCC previously?	If Yes, please give the name of supervisor and the department:
Yes	No
Are you employed now?	What are your scheduled hours?
Yes	No
Are you on academic probation or suspension?	
Yes	No
Are you a member of any organizations on campus? (SGA, PTK, Distinguished Men of Success, Scholarly Women of Tomorrow, etc.)	If so, please list.
Yes	No
Do you receive or will you be receiving any scholarships, veterans benefits, WIOA or any other tuition assistance?	If so, please list.
Yes	No

POSITION APPLYING FOR: \_\_\_\_\_

<b>Do you have the time available to work 10-15 hours per week?</b>		
Yes	No	
<b>Do you have your own transportation?</b>		
Yes	No	
<b>Have you ever been fired from a job?</b>		<b>If so, why?</b>
Yes	No	
<b>Have you ever been convicted of a felony?</b>		<b>If yes, please explain.</b>
Yes	No	
<b>Are you legally authorized to work in the US?</b>		
Yes	No	
<b>Do you prefer to work on-campus or off-campus?</b>		
Off-Campus	On-Campus	

**Summarize any relevant certifications, skills, and/or licenses that you have for this position:**

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

**Please list prior work experience beginning with the most recent. If you have more work experience that you would like to list, please provide on a separate sheet of paper.**

1. Employer Name \_\_\_\_\_ Employer Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Pay per Hour (\$): \_\_\_\_\_

**Dates of Employment**

Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

-

**Job Duties**

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

**Reason for Leaving:** \_\_\_\_\_

**May we contact this employer as a reference?**    Y                    N

POSITION APPLYING FOR: \_\_\_\_\_

2. Employer Name \_\_\_\_\_ Employer Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Pay per Hour (\$): \_\_\_\_\_

**Dates of Employment**

Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

-

\_\_\_\_\_

**Job Duties**

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

Reason for Leaving: \_\_\_\_\_

May we contact this employer as a reference? Y N

3. Employer Name \_\_\_\_\_ Employer Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Pay per Hour (\$): \_\_\_\_\_

**Dates of Employment**

Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

-

\_\_\_\_\_

**Job Duties**

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

Reason for Leaving: \_\_\_\_\_

May we contact this employer as a reference? Y N

**References**

List references that are not relatives or former supervisors.

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Personal Professional

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Personal Professional

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Personal Professional

POSITION APPLYING FOR: \_\_\_\_\_

**Emergency Contact**

(Contact person in case of accident or illness)

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Relationship \_\_\_\_\_

**If I am hired as a Work-Study Student, I understand that:**

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- I cannot earn more than my award amount.
  - I will not be scheduled to work more than my designated hours a week.
  - I will not be allowed to work during my classes.
  - I must notify my supervisor if I am unable to work at my scheduled time.
  - I cannot work on class assignments or projects during scheduled work hours unless approved by my supervisor.
  - I must maintain a 2.0 GPA and enrollment requirements for eligibility.
  - I may be dismissed for refusing to work, not showing up during my scheduled time, punctuality problems, performance problems, or creating a disturbance within the office.
  - Due to FERPA laws, student’s privacy and confidentiality are extremely important and must be upheld.
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\* **By checking this box, I certify that I have read and understand the information provided with the online federal work-study application.**

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Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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**Any falsification on this application may be grounds for dismissal.**

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**James Sprunt Community College is an equal opportunity educational institution and employer. The college does not practice or condone discrimination in any form against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, disability, or political affiliation consistent with those laws in which may affect the institution.**