Federal College Work Study Application Instructions

Requirements:
You must meet the following minimum requirements for participation in the Federal College Work Study Program:

- Complete the FAFSA to determine award eligibility
- Complete all sections of the college work study application including available work hours
- Enroll in at least one curriculum course (3-credit hrs.). Must be in good academic standing.
- Have an unmet student financial aid need as determined by your FAFSA and amount of financial aid award after you have accepted or declined your financial aid offers

Employment Disclaimer:

Pursuant to section 41-1-110 of the code of laws of SC, as amended, the language used in this document does not create an employment contract between the employee and the agency. Your financial aid and enrollment eligibility are subject to verification before a job interview is scheduled. Job interviews are mandatory for placement. Background checks and completion of all HR paperwork including a W-4 and I-9 E-verification are mandatory for all new hires.

How to Submit Application:

Print out the document, complete all sections, sign and date where indicated, and submit to one of the following locations:

- Conway campus: Office of Career Services – Bldg. 1100, Admissions and Advising Office
- Grand Strand campus: Admissions Office – Front Desk – Bldg. 200 (Student Lounge)
- Georgetown campus: Main Office - Bldg. 100 (Main Office Front Desk)

CRC Contact Information:

Questions about Work Study? Call and speak with a CRC Assistant or visit the Office of Career Services

- Phone Number: (843) 349-7899 Email Address: careerresourcecenter@hgtc.edu
- Location: Conway Campus - Building 1100 – Admissions and Advising Office
- Physical Address: 2050 Hwy. 501 East Conway, SC 29528
Federal Work Study Requirements

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- Complete the FAFSA to determine award eligibility
- Be enrolled in at least one curriculum course (3-credit hrs.) and be in good academic standing
- Have an unmet student financial aid need as determined by your FAFSA and amount of financial aid award

Applicant Contact Information - REQUIRED

Applicant's Name: ____________________________

H# ____________________________

Wavenet Email Address (Required): ____________________________

Other Email Address (Secondary): ____________________________

Cell #: ____________________________

Alternate Phone #: ____________________________

Applicant Qualifications - REQUIRED

Have you completed a FAFSA for 2019-2020? Yes ___ No ___ Which semester(s) do you want to work? Fall ___ Spring ___ Summer ___

Are you enrolled in at least one course (3 credit hours)? Yes ___ No ___

What is your major? ____________________________ What is your anticipated graduation date? ____________________________

Have you ever participated in college work study? Yes ___ No ___ If yes, when and which department? ____________________________

Skills and Strengths – Check all that apply:

☐ Microsoft Office (MS Word, Excel, PowerPoint, Publisher, etc.)
☐ Graphic Design (Photoshop, Illustrator, Pagemaker, etc.)
☐ Administrative/Customer service support (answer multi-line phone systems, filing, greeting clients, meeting with people, etc.)
☐ Education support (tutoring, after school programs, instruction, etc.)
☐ Other: ____________________________________________________________________________________

In the space below, please indicate the hours and days you are available to work. Please review your current class schedule and note specifically which days and times you can work. Be specific (for example, “when I am out of class” is not specific. However, “Monday 1-3pm” is specific).

Which location do you prefer (Check all that apply)? Conway ___ Grand Strand ___ Georgetown ___ Off-campus ___

Mon ___________ to ___________  Tue ___________ to ___________

Wed ___________ to ___________  Thu ___________ to ___________  Fri ___________ to ___________

JOB POSTINGS – Visit www.collegecentral.com/hgtc to view current openings. Select the “Work Study” option to view all job descriptions. Select the departments below where you want to apply - REQUIRED

__ Admissions & Advising  __ Art Gallery  __ Café  __ Financial Aid  __ Food Pantry  __ Institutional Research  __Library
__ Student Affairs Office  __ Pace  __ Print Shop  __ SSTC  __ TechCentral  __ Testing Center  __TRIO
__ South Conway Elementary  __ The Shepherd’s Table  __ A Father’s Place  __ HGTC Student Ambassador

I give permission to HGTC to review and verify any of the information provided in order to determine my eligibility for college work study. Submission and review of this application is neither a guarantee of placement in a work study position nor a guarantee of position availability given or implied. I will adhere to all requirements and policies regarding participation in the college work study program if hired through the program.

Student’s Signature: ____________________________ Date of Application: ____________________________

Internal Processing – For CRC Use Only

CRC Staff Initials: ____________________________ In-take Date: ____________________________

Eligible: Y  N  Eligible Hours per week: ____________________________