



Work Study Application 2022-2023

FOR STUDENTS OF THE REAL WORLD

Eligibility Requirements:

1. Demonstrate financial need by completing the Financial Aid process.
2. Maintain minimum Financial Aid Satisfactory Academic Standards
3. Be enrolled in at least half-time (6 credit hours)
4. You must be eligible for employment with Central Texas College District

The Work Study position was created to assist students with their educational expenses. Unfortunately, we **cannot** guarantee placement for every application. The position you are applying for is a “**real job**” and not a means to study at work. Work-studies are paid \$9.18 per hour and may work up to 19.5 hours per week. There is a limit to the funds available for each student, which is determined at the time of hire.

Applications are reviewed for eligibility and if all criteria are met, the applications are made available for departmental supervisors to review and conduct their own interviews. If you receive a phone call in reference to an interview, please know whom you are speaking with and where you are going for the interview.

Student Information:

Name _____ Date _____
Address _____ City, State, Zip _____
Telephone No. _____ Email _____
Social Security # _____ CTC ID# _____
DOB _____ Are you a US Citizen? Yes No

List all other names used in the last 7 years: _____

Are you legally eligible for permanent employment in the United States? Yes No

I understand that if hired, as a condition of employment and to comply with the Immigration Reform and Control Act, I may be required to furnish proof that I am legally entitled to permanently work in the United States. If No, please explain on an attached sheet.

Have you ever been convicted of a felony? Yes No

Have you ever been convicted for a violation of any law other than minor traffic violations? Yes No
If yes, please explain on an attached sheet marked “confidential” and provide the year, location, and nature of conviction and disposition. This will be evaluated for ability/restrictions to work at the college.

I understand that failure to disclose and abide by this institution’s higher education sex offender registration requirements may result in termination. **Please Initial:** _____

***A new application must be submitted every academic year.**

**** If you have pending or accepted student loans for the 2022-2023 academic year they will only be denied if necessary to grant a work study award.**

Have you ever been told you are ineligible for employment with Central Texas College District? **Yes** **No**
If yes, please explain: _____

Are you interesting in working at off-campus locations in the Copperas Cove and Killeen areas? **Yes** **No**

Have you experience hardship due to a natural disaster? **Yes** **No**

Person to Be Notified in Case of Accident or Emergency

Name: _____ Relationship: _____

Address: _____ Phone No.: _____

Work Study Applicants Agreement:

I hereby certify that the information set forth and in submission of the Work Study, application is true and complete. **I understand that if employed, falsified statements or omission of information shall be considered sufficient cause for dismissal or grounds for refusal to consider or hire for employment.** I do hereby agree and give my full consent that former employers and any other person/agencies who may have information concerning me (including records of criminal convictions, credit history, military services work records, driving records, educational records, and history of absenteeism) to furnish such information to Central Texas College District and to release such persons and officials from any and all liability or claims arising from the furnishing, receiving, or collection of such information. It is understood and agreed that any information or data obtained will be made part of my official personnel file at Central Texas College District and may not be released without my permission.

I understand that as a condition any offer of employment and as a condition of continued employment, I will be subject to a background check including but not limited to criminal, driving, and credit history. My signature below is full consent of Central Texas College District to conduct a background check as necessary. I understand that I may be required to disclose additional information.

I further understand that as a condition of employment, I am required to complete an EEO/Sexual Harassment Prevention training class at the next available session from date of hire and every two years thereafter. I understand that if I fail to attend training as required, my employment with Central Texas College District will be subject to termination.

I understand that my employment with Central Texas College District is an at-will relationship; as it is of a consensual nature, either Central Texas College District or I may terminate this relationship at any time, with or without cause, and with or without notice. I understand that no manager or representative of Central Texas College District, other than the Chancellor, has the authority to enter into any agreements with me for employment for any specified period of time or to make any agreements contrary to the foregoing. I further understand that any agreement altering the at-will relationship must be in writing and signed by both the Chancellor and the employee.

Applicants Signature: _____ Date: _____

Special Skills:

• Can you type? _____Yes _____No Typing Speed: _____

• Do you have any personal computer experience? ___Yes ___No

(Please check all that apply):

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Microsoft Office | <input type="checkbox"/> PowerPoint |
| <input type="checkbox"/> Excel | <input type="checkbox"/> Data Entry |
| <input type="checkbox"/> Word | <input type="checkbox"/> Use e-mail |

• Can you operate any of the following? (Please check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> 10- Key Calculator | <input type="checkbox"/> Telephone/Switchboard |
| <input type="checkbox"/> Copy Machine | <input type="checkbox"/> Audio Equipment |
| <input type="checkbox"/> Fax Machine | <input type="checkbox"/> Video Equipment |
| <input type="checkbox"/> Scanner | <input type="checkbox"/> Projector |

• **LIBRARY:**

- Library Work Experience
- Circulation Services
- Cataloging
- Archiving
- Library Searches

OFFICE SUPPORT:

- Filing
- Data Verification
- Reception/Registration
- Office Procedures
- Keep Records/Logs

MISCELLANEOUS:

- Customer Service Skills
- Work with the Public
- Maintain Inventory
- Heavy Lifting
- Second language: _____

• Please list any other skills you possess or information that may be beneficial to the department:

- Department Preference:** Please identify **all** departments that you are interested in working with. For more information about each department, please visit our Position Listings.
*Note: We **cannot** guarantee a position in this department, and other departments may contact you regarding opportunities.*

Academic Advising	Hospitality Programs (Fort Hood)	Marketing & Outreach
Bookstore	Hospitality Programs (Main Campus)	Mathematics
Career Services	Incoming Transcripts	Morton Hall Dormitory
Child Development Center	Industrial Technology (Diesel)	Net Impact
Continuing Education	Industrial Technology (Graphics & Printing)	Nursing and Allied Health
Financial Aid – Associate Dean Office	Industrial Technology (Office Technologies)	Planetarium
Financial Aid – Main Office	Industrial Technology (Welding)	Student Services – Admissions
Foundation	Institutional Program Support Services	Student Services – Graduation Office
Ft. Hood - Continental Campus	Institutional Effectiveness	Student Services – Front Desk
Ft. Hood - Advising	Kinesiology (Gym)	Testing
Foundation Office	Library Services	Sweat @ Cove Fitness Note: This is an Off Campus Location in Copperas Cove, TX

**DPS Computerized Criminal History (CCH)
Verification**

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online [www.dps.texas.gov /Crime Records Information/Review of Personal Criminal History \(PDF\)](http://www.dps.texas.gov/CrimeRecordsInformation/ReviewofPersonalCriminalHistory(PDF)) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by this agency. Required for future DPS Audits)

Signature of Applicant or Employee (optional)

Date

Central Texas College District

Agency Name (Please print)

Jackie Thomas

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH: Employment	
Empl <input checked="" type="checkbox"/> Vol/Contractor _____	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	

SELECTIVE SERVICE STATEMENT OF REGISTRATION STATUS

In accordance with [Texas Education Code, Section 51.9095](#), male students must file a Selective Service Statement of Registration Status with their institution or other entity granting financial assistance. For more information about the Selective Service System, visit sss.gov.

Please mark one option below:

I was born female and not required to register.

I was born male and am under the age of 18 and not currently required to register.

I was born male and am REGISTERED with the Selective Service.

I was born male and am over the age of 18. I am not registered with Selective Service and I am not exempt from registration with Selective Service.

I was born male and am EXEMPT from registration because: (please briefly explain why you are exempt in the box below.)

I, _____, hereby certify that the Selective Service status statement provided above is true and accurate.

Student ID: _____ Signature: _____ Date: _____