



## Work Study Application 2020-2021

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### FOR STUDENTS OF THE REAL WORLD

#### Eligibility Requirements:

1. Applied and completed the Financial Aid process
2. Have unmet need that is determined by your financial aid application
3. Maintain a cumulative GPA of 2.0 or above
4. Enrolled in a minimum of 6 credit hours (Note: *12 clock hours per week for Skill Center Students*)
5. **NOT** on Financial Aid Suspension, Automatic Suspension or Maximum Timeframe
6. 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 \$8.50 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.

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 such as COVID-19?  **Yes**  **No**

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

**\*\* If you have pending or accepted student loans for the 2020-2021 academic year they will only be denied if necessary to grant a work-study award.**

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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:** \_\_\_\_\_

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

### **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: \_\_\_\_\_



- **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	Fine Arts	Morton Hall Dormitory
Academic Studio	Foundation / College Development	Net Impact
Admissions & Records	Hospitality Programs (Fort Hood)	Nursing and Allied Health
Bookstore	Hospitality Programs (Main Campus)	Planetarium
Business Administration & Paralegal	Incoming Transcripts	Social & Behavioral Science
Career Services	Industrial Technology (Diesel)	Student and Employee Assistance Program/Substance Abuse Resource Center
Central Records & Registration	Industrial Technology (Graphics & Printing)	Student Life & Activities
Child Development Center	Industrial Technology (Office Technologies)	Student Services – Graduation Office
Continental & International Evaluations	Industrial Technology (Welding)	Student Services - ID Section
Continuing Education	Institutional Accountability & Curriculum Support	Systems Registrar
Distance Education	Kinesiology	Testing
Financial Aid – Associate Dean Office	Library Services	Boys & Girls Club – Copperas Cove Branch
Financial Aid Main Office	Marketing & Outreach	<b>Note: This is an Off Campus Location in Copperas Cove, TX</b>