

Work-Study Application

Reporting regulations of the U.S. Equal Employment Opportunity Commission require that certain types of information be kept regarding applicant race, national origin, and gender. Please complete the requested information below and return this packet to the Financial Aid office. *Completion of the packet is required.*

Position Title:	
Name:	
Social Security Number:	
Date of Birth:	
Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male
Ethnicity:	<input type="checkbox"/> White (1) <input type="checkbox"/> Asian or Pacific Islander (4) <input type="checkbox"/> Black (2) <input type="checkbox"/> American Indian/Alaskan Native (5) <input type="checkbox"/> Hispanic (3)
Veteran Status:	<input type="checkbox"/> Veteran <input type="checkbox"/> Vietnam Veteran
Position Number: (for HR use only)	

To find available Work-Study positions, please see the link below:

<http://www.com.edu/financial-aid/work-study-positions>

Please list at least two job positions that you would like to be placed in.

1. _____
2. _____

**MUST BRING IN 2 FORMS OF ID.
SEE I-9 FOR ACCEPTABLE DOUMENTS!**

**COLLEGE OF THE MAINLAND
STUDENT EMPLOYMENT APPLICATION**

STUDENT INFORMATION:

(Please type or print in blue or black ink)

NAME _____ **SS#** _____
(last) (first) (mi)

DATE OF BIRTH _____ **DRIVERS LICENSE NO.** _____

PRESENT ADDRESS _____
(street) (city) (state) (zip)

TELEPHONE _____
(home) (business)

EMAIL ADDRESS: _____

PREVIOUS EMPLOYMENT INFORMATION:

<u>EMPLOYER</u>	<u>DATE OF EMPLOYMENT</u>	<u>JOB TITLE</u>	<u>PHONE NUMBER</u>

EMERGENCY CONTACT:

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>PHONE NUMBER</u>

COLLEGE OF THE MAINLAND

**STUDENT EMPLOYMENT
AND COLLEGE WORK STUDY**

EMPLOYMENT INFORMATION

EMPLOYEE _____ **SS#** _____

ADDRESS _____

HIRING DEPARTMENT _____

I hereby acknowledge and understand that I am employed in at “at-will” capacity and have no right, expectancy, claim or entitlement to continued employment at the College. I further understand that my employment may be discontinued at any time with or without good cause upon notice by my immediate supervisor and that I am not entitled to unemployment or any other benefits associated with College employees.

I also acknowledge that I am familiar with and understand the pay provisions, working conditions, and other College policies regarding employment. I also acknowledge that insofar as my employment, promotion and compensation are concerned, there is not, nor has there been, any discriminatory practice because of my color, race, sex, religion, national origin, disability, Veteran’s status, limited English proficiency, or because of any other reason which is prohibited by the laws or constitution of the United States of the State of Texas.

I give permission for the Director of Student Financial Services to release my transcript to my supervisor. I understand that a security background check may be performed.

I understand that my employment is contingent on my maintaining the GPA required by the Student Financial Services Employment Program.

Employee signature

Date

Job Expectations and Requirements

1. _____ When you answer or place a telephone call, YOU ARE THE COMPANY to the person at the other end of the line. You must rely entirely on your voice and telephone personality to demonstrate that your company is friendly and a pleasant place to do business. Therefore, it is vital that you develop and understand the powers of effective telephone communications. Your voice should sound warm and interested. This is highly important to your company—and equally important to your personal business success.
2. _____ Be a good listener, too. The person on the line will appreciate the opportunity to state his business completely. You can demonstrate interest and attentiveness by saying occasionally, “I understand, Mr. Jones” or “Yes sir.”
3. _____ If you must leave the line before the conversation has been concluded, give the caller a choice of waiting or being called back. He will appreciate your concern for his time. Always remember to fulfill your promise if you agree to call back. A broken promise may mean an angry customer or a canceled order.
4. _____ When answering calls for others, avoid using the abrupt expression, “Who’s calling?” It is more polite to ask, “May I tell him who’s calling, please?”
5. _____ Always keep a pad and pencil handy to record information during a conversation. When taking a message, WRITE DOWN THE CALLER’S NAME, AREA CODE, NUMBER, AND TIME OF THE CALL. And of course, place the message where it will not be overlooked. And when you leave your desk, tell the person who will answer your phone where you will be, and when you will return.
6. _____ Knowledgeable employees select clothing that is becoming and appropriate to the type of office in which they work. Your supervisor can instruct you in what type of clothing is considered acceptable for the work which you will be doing. Although you should be comfortable in your clothing, you present an impression of your workplace, and should dress accordingly.
7. _____ PERSONAL HYGIENE IS ESSENTIAL. Make sure you come to work with clean hair and a clean body. The use of deodorant is more important than the use of cologne. Wear clean clothes that are neat and free of wrinkles. Be moderate in your hairstyle and your make-up.
8. _____ Employees should remember that their voices can affect other people negatively or positively. You should cultivate pleasing but audible speech patterns. A loud, harsh voice can be very disturbing, but a voice that is too soft can also be annoying because it cannot be heard. A good office voice is somewhere in between. It is well modulated and audible, and it conveys a professional message.
9. _____ You must be prepared to deal with all kinds of people—co-workers and outsiders. It is important that you not allow personal affairs and interests to intrude on your job. Your work attitude is vitally important. Employers are eager to have employees who are committed to their jobs and feel that they are worth doing.
10. _____ It takes intelligence to understand the needs and motivations of others, and also to be sensitive to the reactions of supervisors, co-workers, and the public. Your words and actions should express a concern for others above yourself.
11. _____ You should use initiative. See what should be done, and go ahead and do it without being told to do so.
12. _____ Your employer must be able to depend on you to have good attendance and to be on time. This also means that once you have been given a job to do, your supervisor can consider it done and forget about it. You should come to work prepared to work. **Personal business should not be conducted during your work hours.**
13. _____ Employees who talk about what they know of company business can cause incalculable harm to the company and to their supervisor. Make sure you keep office business within the walls of your office.

Form W-4 (2018)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2018 expires February 15, 2019. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If another person can claim you as a dependent on his or her tax return, you can't claim exemption from withholding if your total income exceeds \$X,XXX and includes more than \$XXX of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions don't apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you aren't exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2018. See Pub. 505, especially if your earnings exceed \$XX,XXX (Single) or \$XXX,XXX (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/FormW4.

Personal Allowances Worksheet (Keep for your records.)

A Enter "1" for yourself if no one else can claim you as a dependent **A** _____

B Enter "1" if: **B** _____

- You're single and have only one job; or
- You're married, have only one job, and your spouse doesn't work; or
- Your wages from a second job or your spouse's wages (or the total of both) are \$X,XXX or less.

C Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) **C** _____

D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return **D** _____

E Enter "1" if you will file as head of household on your tax return (see conditions under **Head of household** above) **E** _____

F Enter "1" if you have at least \$X,XXX of child or dependent care expenses for which you plan to claim a credit **F** _____
(Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)

G **Child Tax Credit** (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. **G** _____

- If your total income will be less than \$XX,XXX (\$XXX,XXX if married), enter "2" for each eligible child; then less "1" if you have two to four eligible children or less "2" if you have five or more eligible children.
- If your total income will be between \$XX,XXX and \$XX,XXX (\$XX,XXX and \$XX,XXX if married), enter "1" for each eligible child

H Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.) **H** _____

For accuracy, complete all worksheets that apply.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$XX,XXX (\$XX,XXX if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form W-4 Department of the Treasury Internal Revenue Service	<h2>Employee's Withholding Allowance Certificate</h2> <p>► Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1545-0074 <h1 style="font-size: 2em;">2018</h1>
1 Your first name and middle initial Last name		2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 _____
6 Additional amount, if any, you want withheld from each paycheck		6 \$ _____
7 I claim exemption from withholding for 2018, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here.		_____
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		7 _____
Employee's signature (This form is not valid unless you sign it.) ►		Date ►
8 Employer's name and address (Employer: Complete boxes 8 and 10 only if sending to the IRS.)		9 Office code (optional)
		10 Employer identification number (EIN)

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

**Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.**

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity Authorization	AND	LIST C Documents that Establish Employment
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine- readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Family Educational Rights and Privacy Act

I understand that, by the virtue of my employment with College of the Mainland under the work study program, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person would subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates College of the Mainland's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

Signature

Date

Instructions for the Orientation Quiz

1. Go to the College of the Mainland homepage (www.com.edu)
2. Select Future/Current Students
3. Select Financial Aid under the 'Paying for College' tab
4. Select Work Study Program on the left hand side
5. Scroll down to the 'For Students' header
6. Select the Work Study Orientation

Read the PowerPoint presentation and complete the Work Study Orientation Quiz.

Be sure to turn in the Work study packet to the Financial Aid department.

The Work Authorization form must be sign by the Assistant Director or Director before submitting it to Human Resources.

Work Study Orientation Study

Answer the questions with True/False. Submit to Work Study Coordinator for review. If you score less than 70% you must retake the quiz, prior to placement. Each answer is worth 10 points.

1. _____ Students do not have to provide any form of identification when applying to work in the Work Study Program.
2. _____ Students are allowed to submit his/her own timesheets to the Student Financial Aid Offices.
3. _____ Students do not need a referral before starting employment in an assigned area.
4. _____ If a student is declined for employment within a department, he/she may find their own employment and begin working.
5. _____ Students working a six to seven-hour shift are entitled to 1 fifteen-minute break and a 45-minute break.
6. _____ Personal phone calls and visits to the workplace are not acceptable unless it is an emergency.
7. _____ All work study employees must maintain satisfactory academic progress in their courses of study to remain eligible for employment.
8. _____ Students who have questions or concerns about their student employment award amount may contact the Business Office.
9. _____ Student paychecks are issued onto the BankMobile Card.
10. _____ Brief shorts, tank tops, torn jeans, and bare feet are acceptable dress wear for reporting to work.