

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:	
COM ID:	
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 <input type="checkbox"/> Hispanic (3) Native (5)
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 1-9 FOR ACCEPTABLE DOUMENTS!**

**COLLEGE OF THE MAINLAND
STUDENT EMPLOYMENT APPLICATION**

STUDENT INFORMATION:

(Please type or print in blue or black ink)

NAME _____ COM ID _____
(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 WORKSTUDY**

EMPLOYMENT INFORMATION

EMPLOYEE _____ **ID#** _____

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 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.

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 Band one selection from List C.

LISTA Documents that Establish Both Identity and Employment Authorization	©R	LIST B Documents that Establish Identity Authorization	LISTC Documents that Employment
		AND	
<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 1-551 stamp or temporary 1-551 printed notation on a machine- readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form 1-766) 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 1-94 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 1-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<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 	<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 INSAUTHORIZATION (3) VALID FOR WORK ONLY WITH OHS 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 1-197) 6. Identification Card for Use of Resident Citizen in the United States (Form 1-179) 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.

Employee signature

Date

Instructions for the Orientation Quiz

1. Go to the College of the Mainland homepage (www.com.edu)
2. Select **Current Students** from the header tab
3. Select **Financial Aid** under the "*Paying for College*" tab
4. Select **Work Study Program** from the left-hand side menu
5. Scroll down to the "**For Students**" header
6. Select the **Work Study Orientation**
7. Read the PowerPoint presentation and complete the Work Study Orientation Quiz.

NEXT STEPS:

1. Fully complete the packet, save as a file on your personal computer or drive, email packet file to the financial aid office at finaid@com.edu.
2. Work-study packet is received and reviewed by the Financial Aid Office.
3. Student will be contacted by Work-study Coordinator to discuss position assignments.
4. Position **Referral** form with student contact information will be emailed to interviewing department.
5. Student is contacted by interviewing department. Virtual or phone interviews may be conducted.
6. If student is hired, student will be contacted by Work-study Coordinator to complete a Background Check Authorization (BCA) form. The background check will be conducted by Human Resources and the approved BCA form must be received back by Financial Aid before student may begin to work.

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 Services Office.
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 is 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.