



WORK-STUDY EMPLOYMENT APPLICATION

MSC Financial Aid Office
580-387-7220
financialaid@mscok.edu

Last Name: _____ First Name: _____ MI: _____ Date: _____

Student Id: _____ E-mail: _____@student.mscok.edu

Mailing Address: _____ City _____ State _____ Zip _____

FWS Application Steps

- Step 1. Complete FWS Application
- Step 2. Submit FWS Application to MSC Financial Aid to verify eligibility
- Step 3. Find a job and meet with position supervisor for position approval
- Step 4. Submit Background Check Consent Form located on MSC website
- Step 5. Visit HR office and complete employee hire packet
- Step 6. Complete mandatory FERPA and Blood Borne Pathogens Training online
- Step 7. Turn FWS Employee Application with completed authorization to Financial Aid Office
- Step 8. Await employment confirmation email from financial aid
- Step 9. Complete FWS Appointment Form on first day of work

..... FWS Employment Authorization – For MSC Use Only

Financial Aid Approval:

- Students financial aid file is complete
- Student has financial need
- Student is meeting SAP
- Student is enrolled in at least 6 hours

Maximum FWS Eligibility:

Fall 2024: _____

Spring 2025: _____

Summer 2025: _____

Student is approved for FWS from Financial Aid _____

(FWS Authorized Signature)

(Date)

Supervisor Approval:

- Student has met with FWS position supervisor
- Student is meeting department criteria

Student is approved for FWS from Supervisor _____

(FWS Authorized Signature)

(Date)

Human Resources Approval:

- Student has completed FERPA Training
- Student has completed Bloodborne Pathogen Training
- Student has turn in a completed MSC part time hiring packet with social security card
- Students background check is complete and student is hireable

Student is approved for FWS from Human Resources _____

(FWS Authorized Signature)

(Date)

Last Name: _____ First Name: _____ MI: _____ Date: _____

Major: _____ GPA: _____

Are you a: New applicant Returning Applicant

Campus Preference: Tishomingo Ardmore

Will you be enrolled in at least 6 credit hours?

Yes No

Have you ever been convicted of a felony?

Do you have a valid driver's license?

Yes No

Yes No

Special training or skills and qualifications (additional sheet(s) can be attached if needed):

Customer Service Typing Office Equipment Telephone Etiquette

Data Entry Organizational Skills Filing Bulk Mailing

Microsoft Word Microsoft Excel Other Office Programs: _____

Additional skills or qualifications: _____

Prior Work Experience (list current or most recent first)

Employer	Dates of Employment	Job Duties

I am seeking work-study employment for Fall: _____ Spring: _____ Summer: _____

FWS Department of interest: _____

Please read the following information carefully, then sign and date below.

ACCURACY OF INFORMATION: Please review to make sure all parts are correct and complete. Understand that eligibility will be based on the information contained on this application.

FALSIFICATION OF INFORMATION: I hereby certify that all statements made on this application are true and correct and I understand that any false statement made by me on this application could cause me to be ineligible for employment or terminated from employment.

VERIFICATION OF INFORMATION: I authorize Murray State College to investigate and verify the facts claimed by me on this application. I further authorize my former employer to provide any information requested by Murray State College.

Applicant Signature

Date

Application materials received from applicants become the property of Murray State College. Materials for applicants who are not chosen to fill a position will remain on file only for the time limit stipulated in accordance with the State's archival procedures.

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1965; Executive Order 11246 as amended; Title IX of the Education Amendments of 1972; Americans with Disabilities Act of 1990; and, other federal laws and regulations, does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and education services.

Expectations:

1. You must complete the FAFSA each academic year.
2. Eligibility for Federal Work Study will be based on the data obtained from the FAFSA.
3. Competition of this application form does not guarantee a FWS position.
4. Selection of students for FWS positions will include financial need based on your financial aid budget, amount of financial aid you will be receiving from other sources, times that you are available, and job responsibilities required for the FWS position.
5. FWS positions will provide the opportunity to work a set number of hours per week and the hours that you work cannot overlap with time that you will be in class.
6. Failure to maintain a minimum of 6 credit hours will make you ineligible for FWS.
7. If you do not work all of your allotted hours, you may get a reduction in the amount of FWS monies awarded.

The financial aid office maintains a list of available FWS positions. You may select a supervisor to interview with or you may be contacted by a potential supervisor regarding an open FWS position.

Applicant Signature

Date

MSC Federal Work Study Student Employee Confidentiality Agreement

As a student employee of Murray State College (MSC), you may have access to information that is made confidential by federal law, such as the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, or state law, or other College rules or regulations. It is imperative that you maintain the confidentiality of the information. See the MSC Student Handbook's Policy and Security Information for Murray State College's full policy on student confidentiality and FERPA.

All members of the MSC Community have the right to expect that all other members, in whatever role they may function, will respect their privacy and never disclose information in an inappropriate manner. The College needs to rely on your adherence to this principle.

Students employed through the College work in programs and offices that contain confidential records and information. Student employees are not to see or use any such information other than that which is necessary to fulfill their assigned duties. Student employees must not release confidential records or information in written or verbal form to anyone except the person of record as positively identified with an official government issued picture identification (driver's license or passport) or valid student ID. Student employees should request the assistance of a college staff member before releasing any confidential records or information. Only with supervisory approval may confidential records or information be released to persons employed by the College for the purpose of official college business.

I understand that misuse of confidential information or records will result in termination of my employment. Additionally, I fully understand that if I divulge or misuse confidential information, I will be subject to disciplinary action by the College and will be liable to civil and criminal prosecution pursuant to federal and state laws and regulations.

I understand and agree with the above statement.

Print Name: _____

Student ID #: _____

Signature: _____

Date: _____