



3505 Arendell Street, Morehead City, NC 28557 ♦ (252) 222-6000 ♦ Carteret Community College

## **FEDERAL WORK-STUDY PROGRAM**

The Federal Work-Study (FWS) Program is a need-based component of Federal Student Aid. Students must submit a Free Application for Federal Student Aid (FAFSA), demonstrate financial need, and maintain satisfactory progress in all classes. Students may apply for the program if they are enrolled in a curriculum program of study.

FWS provides opportunities for students to obtain work experience and to earn money to pay some of their educational expenses. Students are limited to working no more than 20 hours per week and may not work when they are scheduled to be in class. The program encourages community service work and work related to the student's course of study. Students may be employed in a variety of jobs both on and off campus. The Financial Aid Office (FAO) is responsible for the administration of the program at Carteret Community College (CCC).

AMERICA READS/AMERICA COUNTS are programs wherein FWS students are employed as tutors to help elementary school students improve their reading and math skills. The CCC Financial Aid Office and the Carteret County Public School (CCPS) system are involved in the administration of these local programs. Students must provide their own transportation and services must be performed during the hours that the elementary schools are open. *Please Note: CCPS conducts a background investigation and determines who is eligible to participate per their policy regarding school volunteers.*

CCC is allotted a specific amount of money for FWS each academic year. The amount of each student's award is based on when the student applies to participate in the program, the student's financial need, whether or not the student participated in the program the previous year, and the amount of funds received by CCC.

FWS Applications submitted by students are generally reviewed in September and matched with available positions. Students are invited to interview for the position with the supervisor. In the event a student is hired for the position, the student must complete additional paperwork in the Financial Aid Office before he/she can start working.

Applications received after the initial hiring cycle will be maintained for review in the event a position opens later in the academic year.

Whether employed on or off campus, FWS students are representatives of Carteret Community College and must act with appropriate maturity and professionalism.

**PLEASE KEEP THIS SHEET FOR YOUR INFORMATION**

An Equal Opportunity Educational Institution Serving the Community without regard  
to Race, Creed, Sex, National Origin, or Disability

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FORM-FA09



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**FEDERAL WORK STUDY APPLICATION 2021-2022**

Name \_\_\_\_\_  
(Last) (First) (Middle Initial) (Maiden/Other)

Complete Address \_\_\_\_\_

Telephone Numbers \_\_\_\_\_  
(include area code and indicate home, work, cell, etc.)

Student ID Number \_\_\_\_\_ Program of Study \_\_\_\_\_

Have you had a Federal Work Study job at CCC before? \_\_\_\_ If yes, where? \_\_\_\_\_

What is your **career** (not academic) goal? \_\_\_\_\_

Do you have reliable transportation for a position off campus? \_\_\_\_ Yes \_\_\_\_ No

If you are fluent in a foreign language, please indicate which language \_\_\_\_\_

Are you a veteran? \_\_\_\_ Yes \_\_\_\_ No

Are you the spouse or dependent child of a veteran or military member? \_\_\_\_ Yes \_\_\_\_ No

Check if you are a TRiO (Student Support Services) \_\_\_\_ participant \_\_\_\_ or applicant

List any jobs you would rather not do \_\_\_\_\_

Number of Hours Available to Work per Week \_\_\_\_ Available: \_\_\_\_ Day \_\_\_\_ Night \_\_\_\_ Both

Briefly Describe Your Skills and Interests (**especially computer skills**) \_\_\_\_\_

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Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

The following jobs are usually available as work study positions. **Check any for which you are qualified and would be willing to do:**

\_\_\_\_ elementary school reading or math tutoring (requires high school level reading or math skills, patience with children, dependability, reliable transportation to elementary school site)

\_\_\_\_ college tutoring (requires college level knowledge of subject, excellent communication skills, dependability) **INDICATE SUBJECT(S)**

\_\_\_\_ math \_\_\_\_ biology \_\_\_\_ A & P \_\_\_\_ Spanish \_\_\_\_ psychology

\_\_\_\_ computers \_\_\_\_ other (specify) \_\_\_\_\_

\_\_\_\_ office assistant (knowledge of filing, computers, scanning documents, customer service helpful)

\_\_\_\_ aquaculture program assistant (working with chemicals may be required) \_\_\_\_ art/photography program assistant (working with chemicals may be required)

\_\_\_\_ medical program assistant (working with chemicals may be required)

I hereby expressly authorize Carteret Community College, its agents and employees, to make any investigation of my personal or employment history, expressly including but not limited to, federal and or state criminal, law enforcement or traffic records. I further authorize any former employer, person, firm, corporation, credit agency, administrative body or governmental agency to give any personal information they may have regarding me. I release Carteret Community College and any and all providers to whom this release is sent from any liabilities as a result of furnishing or receiving this information.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date