



Work-Study Application

Clark State Community College

570 East Leffel Lane
Springfield, OH 45505

Career Services

937.328.6472
williamsds@clarkstate.edu
Sara T. Landess Technology and
Learning Center, Room 105

Financial Aid Office

Leffel Lane Location
937.328.6034
Greene Center
937.429.8912
____ Federal Eligible
____ College Only

Student Information

Is this a new application or an update? ____ New Application ____ Update

Campus: ____ Springfield ____ Greene Center ____ Ohio High Point Career Center ____ Xenia

Name: _____ Student Identification Number: _____

Address: _____

Phone: _____ Alternate Phone: _____ Clark State Email: _____

Major: _____ Number of credit hours enrolled: _____ GPA: _____

Position(s) of Interest: _____

Relevant coursework completed (i.e. computer, office administration, technical classes):

Job related/special skills (computer skills, office skills, typing speed, etc.) obtained from previous employment or education:

Are you a Federal Eligible Work-Study? ____ Yes ____ No If Yes, Federal Amount: _____ Financial Aid Initials: _____

Are you 18 years old or older? ____ Yes ____ No

If you are under the age of 18, can you provide proof of your eligibility to work? ____ Yes ____ No

Bright Experiences Federal Work Study Program

Students eligible for the Bright Experiences Federal Work Study Program may have the opportunity to participate in the program and receive Federal Work Study pay while working off-campus positions related to their program of study.

Are you interested in working off-campus positions? ____ Yes ____ No

Requisite Coursework

For Tutor or Supplemental Instructor Applicants Only

For what position are you applying?

____ **Peer Tutor** - Minimum of 4 hrs/wk (Requires 2.5 GPA and A or B in the course you plan to tutor)

____ **Success Center Tutor** - 18 hrs/wk (Same as above **AND** completion of ENG 1111, ITS 1105, CPE 0500, 0600, 0700 or equivalent COMPASS score)

What subject(s) would you like to tutor? _____ Grade in that subject(s): _____

Current Cumulative GPA: _____



Prior Work Experience

1. Employer: _____ Employment Dates _____ through _____
Position Title: _____
Description of Duties: _____
2. Employer: _____ Employment Dates _____ through _____
Position Title: _____
Description of Duties: _____
3. Employer: _____ Employment Dates _____ through _____
Position Title: _____
Description of Duties: _____

References

1. Name: _____ Phone Number: _____
Relationship to Applicant (No relatives please): _____
2. Name: _____ Phone Number: _____
Relationship to Applicant (No relatives please): _____

Other Information

Have you ever been employed by Clark State before? ☐ Yes ☐ No

If yes, give dates and department(s): _____

Have you ever been convicted of or plead guilty to a misdemeanor or felony? ☐ Yes ☐ No

If yes, you must explain the details of the offense to the Career Services Specialist before being considered for a position.

A conviction will not necessarily be a bar to employment. Each instance will be considered in relation to the position for which you apply.

Acknowledgement

By e-signing below, I certify that all the information provide in this application is true and I have not knowingly withheld any facts that might affect the College's decision to hire me or maintain my employment.

I also acknowledge that I understand the following:

- I must be registered for at least six credit hours at Clark State Community College and must be at least 16 years old to be eligible for on-campus employment.
- Completing an application does not guarantee an offer of employment.
- In the event that I am employed by Clark State Community College, I will be required to show proof of eligibility for employment in the United States.
- As an employee of Clark State Community College, I am required to abide by all College policies and procedures.
- Any false or misleading information given in my application or interview(s) may result in my being discharged.
- After being extended an offer to work at Clark State Community College, a background check may be required prior to employment.
- All Positions end at the end of Summer Semester and offices will re-evaluate staffing needs at that time.
- Bright Experiences positions will end on the date specified within the position description

E-Signature: _____ Date: _____

It is your responsibility to contact Career Services if you are no longer interested in on-campus employment. Otherwise we will continue to circulate your application for available positions throughout the semester. **An updated application and contact information form is required each semester if you are still interested in employment at Clark State Community College.** Consult with the Financial Aid Office to determine how work-study will affect your financial aid award.

QUESTIONS?

Contact Career Services: 937.328.6472 | careers@clarkstate.edu

Career Services does not make hiring decisions for most positions.

Qualified applicants are forwarded to work-study supervisors, who make hiring decisions for their own departments.