

MESSENGER COLLEGE
300 E. 50th Joplin, MO 64804
200_-200 Application for College Work Study

Last Name	First	Middle Initial
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Address while at college (complete)	Phone # w/ext.
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Social Security Number	Date of Birth	Class Fr., Soph., Jr., Sr.
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List Special Skills or Training	Do you have physical limitations
_____	_____
_____	_____
_____	_____

Please list activities that may require an adjustment in scheduled work times. (athletics, music, etc.)

Please list your last two or three jobs or volunteer experience:

Job Title	Supervisor	Employer
_____	_____	_____
_____	_____	_____
_____	_____	_____

List three jobs, in order of preference, you would like to do through work-study. See list on reverse side.

1. _____ 2. _____ 3. _____

I certify that I, as a student, am in need of financial aid in order to attend Messenger College, that the above statements are correct, and that I will abide by the published guidelines and requirements relating to the work-study program. Any misrepresentation of the above statements may result in my immediate dismissal.

Signature

Date

MESSENGER COLLEGE

300 E. 50th Street Joplin, MO 65804

Federal Work-Study Program

What You Should Know

1. Federal Work Study is part of the financial Aid Program. As such, you must meet the requirements for academic progress expected of all financial aid recipients.
2. Federal Work Study is **work**. Therefore, if you do not work, you do not get paid. Pay day is every-other Friday. Time off or a change of work schedule must be arranged with your supervisor.
3. When you accept a job you are expected to continue your employment with that department for the semester. Before accepting a job, be sure you understand the conditions of employment with your supervisor.
4. You may refuse any job offered.
5. There are some opportunities for off campus jobs.

What You Should Do

1. Complete the Work-Study application on the back of this page, as well as all other financial aid documents, and return to the Financial Aid Office. All tax forms must be completed and turned in to the business office. Time cards are due in the business office on the Monday **before** pay-day on Friday and **must** be signed by your supervisor. Time cards not properly submitted will result in a delay of pay check.
2. Have in mind a general idea of positions you might be interested in. A list of opportunities is listed below.
3. Come to the Financial Aid Office as soon as possible after arriving on campus to schedule an interview with a prospective employer/supervisor.

The following is a list of departments offering jobs.

Housekeeping

Library

Cafeteria/Dining Room