Community Service Federal Work Study Application
College of Charleston

Opportunity for Community Service:
The Community Service Work Study Program at the College of Charleston (CofC) allows students with a College Work Study award to be considered for work in jobs that contribute to improving the quality of life for community residents. Programs such as "America Reads" and “America Counts” allow students to work as reading or mathematics tutors in local elementary schools or family literacy programs.

Approved Community Service Positions will be posted via CISTERN Online. To apply for a posted position, students must complete this Community Service Work Study Application, and submit the completed application to the Office of Financial Aid & Veterans Affairs at the CofC.

This application may only be submitted for available posted positions.

What You Should Know:
1. This application should NOT be submitted until you have a College Work Study award on Cougar Trail Web (CTW) and you have accepted that award.

2. If you do not have a College Work Study award CTW, you may go to the Office of Financial Aid and inquire about your eligibility to be placed on a waiting list for possible funding.

3. Being placed on the FWS waiting list does NOT guarantee you will receive a College Work Study award. Students on the FWS Waiting List will be considered for available funding as funds become available usually 30 days after classes begin and will be notified should they receive an offer for funding.

4. If you receive a College Work Study offer from the waiting list, you may then complete this application to be considered for available positions.

5. Completing this application does NOT guarantee you will secure employment in an approved CofC Community Service Federal Work Study (CS FWS) position and there is no guarantee that you will earn the full amount of the award.
Community Service Federal Work Study Application

*Return this application to --- The Office of Financial Assistance & Veterans Affairs
Faxed or Incomplete Applications will not be accepted.*

PRINT -- Student Name (Last, First, MI)                      Social Security Number

Date of Birth ____________________________  Local Telephone ____________________________

Local Mailing Address ____________________________

Email Address ____________________________  Major: ____________________________

If you cannot answer yes to both of the following questions, you should not complete this application:
Do you have a Federal Work Study (FWS) award for the current academic year?    YES  NO
Do you currently have a minimum cumulative 2.0 grade point average?    YES  NO

Work Accessibility Information:
When are you available to work? (Check all that apply):

 Morning  Afternoons  Holidays  Academic Breaks

Do you have your own transportation?  YES  NO

Job site preference: (please check all sites you would consider)

 Downtown Charleston  Moncks Corner  Summerville
 Goose Creek  Mount Pleasant  West Ashley
 James Island  North Charleston

Please list the positions that interest you:
(i.e., Reading Soul Mates – Reading Tutor). You should ONLY complete this application if there is a position posted that interests you. Jobs are posted online at www.cofc.edu/~career via CISTERN online for Students.

1. ____________________________________________

2. ____________________________________________

3. ____________________________________________

4. ____________________________________________

Extra-curricular Activities:
Community Service Experience: ____________________________________________
Print --  Student’s Last Name, First, M.I.  
Social Security Number

List below any clubs, groups, or other activities with which you have been involved:  
_________________________________________________________________________  
_________________________________________________________________________  

Honors/Awards:  
_________________________________________________________________________  
_________________________________________________________________________  

Employment Record

List your employment history beginning with your most recent position.  Attach additional forms if more space is needed.

A.  Position Title:  ___________________________________________________________  Salary:  ______________________
Employer:  ___________________________________________________________ Dates employed:  From _____ to _____
Supervisor's Name and Title:  ____________________________________________
Address:  _____________________________________________________________
Principal job duties:  _____________________________________________________

B.  Position Title:  ___________________________________________________________  Salary:  ______________________
Employer:  ___________________________________________________________ Dates employed:  From _____ to _____
Supervisor's Name and Title:  ____________________________________________
Address:  _____________________________________________________________
Principal job duties:  _____________________________________________________

C.  Position Title:  ___________________________________________________________  Salary:  ______________________
Employer:  ___________________________________________________________ Dates employed:  From _____ to _____
Supervisor's Name and Title:  ____________________________________________
Address:  _____________________________________________________________
Principal job duties:  _____________________________________________________

If you are presently employed, may we contact your employer for a reference?  _____ YES  _____ NO

Have you ever been convicted of any law violation except minor traffic violations?  _____ YES  _____ NO
If so, please explain. Do not include convictions that have been sealed, expunged, or statutorily eradicated. (A conviction
does not necessarily disqualify an applicant from the position applied for.)

I certify that all the information on this application is true and complete to the best of my knowledge.  I understand that
any false or misleading information or failure to provide relevant information may result in the rejection of my
application, or termination if hired.  I understand that I must maintain a minimum cumulative 2.0 grade point average, that
I may work no more than 30 hours per week in my Community Service Federal Work Study position (although I am
couraged to work only 10-20), that I and my employer are responsible to ensure I do not exceed my total award, and
that the Federal Work Study award has been offered to me to perform community service activities at approved job sites.

Signature:  ___________________________  Date:  ________________  

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