



## The Federal Work-Study Program

The Federal Work-Study Program is a federally funded financial aid program which provides employment opportunities for students who need money to meet educational expenses. Students are able to work in jobs on campus or sometimes within the community and earn money in the form of a paycheck on a bi-weekly basis. This money is part of the financial aid package. The FAFSA and NMCC financial aid documents must be fully completed and the student must have financial need to qualify.

Work-study jobs are mainly on campus but there are a select few within the community. These jobs provide part-time, flexible employment which allows the student to work while enrolled in school.

NMCC's Work-Study jobs include:

- Maintenance
- Custodial
- Office/clerical employees
- Athletics
- Child care aide
- Tutor
- Community Service
- Food Service Worker
- Health Center Aide
- Instructor assistant
- IT Assistant
- Library aide

There are a limited amount of jobs available. Not every student who applies will be awarded a work-study position.

If a student is chosen for work-study, they will be informed of the maximum number of hours they may work and the maximum amount of money that they may earn.

To apply for a work-study position, fill out the Work-Study Job Application and return to:

Northern Maine Community College  
Financial Aid Office  
33 Edgemont Drive  
Presque Isle, ME 04769  
Fax # (207) 760-1157

If you have any questions regarding Federal Work-Study feel free to contact our financial aid office at (207) 768-2707, or (207) 768-2790.





## Federal Work-Study Job Application

### Student Information

\_\_\_\_\_  
Last Name                                      First Name                                      Middle                                      SS #

\_\_\_\_\_  
Other prior names or maiden name used                                      DOB

\_\_\_\_\_  
Mailing Address                                      City                                      State                                      Zip

\_\_\_\_\_  
Phone Number                                      Cell Phone                                      E-mail Address

\_\_\_\_\_  
Major                                       Full Time                                       Part Time

Housing plans:     Off Campus                                       On Campus

### Employment Information

Have you ever held a work-study job in the past?  
(If yes, please state where and the type of work performed.)

No                                       Yes \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic offense?  
(If yes, please provide the date, offense and disposition.)

No                                       Yes \_\_\_\_\_

**Note:** All applicants for Federal Work Study are subject to a criminal background check.

Do you have a valid driver's License?

No                                       Yes

(Over)

Please list any other work experience including any community service or volunteer work (Attach pages if necessary):

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Please list any job skills and qualifications:

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List any job preferences you may have (see pg. 1 for list of work-study positions):

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Semesters available to work:  Summer  Fall  Spring

**\* Federal Work-Study is federally funded and part of the Financial Aid package. FAFSA and NMCC Financial Aid documents must be fully completed and student must have an unmet need to qualify.**

**\* There are a limited number of jobs available. This application does not guarantee a work-study position.**

**If I am hired in a Federal Work-Study position, I understand that:**

- I can not earn more than what is awarded to me per semester.
- I will not work more than the hours allotted to me per semester.
- I must notify my supervisor if I am unable to work during my scheduled time.
- I must maintain a 2.0 GPA for eligibility.
- I may be dismissed for performance problems, refusing to work, or not showing up during my scheduled time.

**I have read and agree to abide by these terms:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_