



Financial Aid
 201 E. Greene Street | Milledgeville, Georgia 31061
 (800) 342-0413 | (478) 387-4842 | (478)445-1257 Fax

**FWS Employment Application
 2013-2014**

Have you completed a Free Application for Federal Student Aid (FAFSA) YES NO

*Students must have a completed financial aid file; have need as determined by the FAFSA; and be in "good" standing status according to GMC's Satisfactory Academic Policy. Completion of this application does **NOT** guarantee placement in a job.*

Location: MIL SAN MAD AUG FBN ROB VAL COL STM OLC

Position Applying for: _____

PERSONAL INFORMATION	
First Name:	Last Name:
Student ID:	Email Address:
Address:	
Phone Number: <input type="checkbox"/> Cell <input type="checkbox"/> Home	
Major:	Anticipated Grad Date:

Satisfactory background check is a condition of employment.

Have you ever plead guilty to or have been convicted of any offense relating to the possession or distribution of illegal drugs? YES NO If yes, please explain:

Have you ever been convicted of any other felony or misdemeanor other than a minor traffic offense? YES NO
 If yes, please explain:

WORK HISTORY		
Employer:	Job:	Dates:
Employer:	Job:	Dates:
Employer:	Job:	Dates:

Have you been previously employed as a GMC federal work-study student?

Yes No – If yes, where? _____ would you like to return to that position?
 Yes No

Please indicate your experience and/or skills below:

Please read and initial:

If I am hired as a work-study student, I understand the following:

_____ I cannot earn more than my awarded amount.

_____ I will not work during scheduled class time. I will submit a copy of my class schedule to my supervisor every term.

_____ I will notify my supervisor if I am unable to work during my scheduled time.

_____ I may be dismissed for: refusing to work, not showing up for my scheduled times, performance problems, or for causing a disruption or disturbance while I am at work.

_____ I will adhere to the dress code as listed below unless otherwise directed by my supervisor:

6.6.5 DRESS CODE

GMC requires all employees to present a clean, tasteful, well groomed appearance. Extremes in dress, jewelry, cosmetics or hair styles will not be allowed.

GENERAL GUIDELINES FOR MALES AND FEMALES:

1. No hemlines more than 2" above the knee.
2. No garments that are too tight
3. Garments must be sufficiently opaque to conceal undergarments.
4. No T-shirts with objectionable messages or advertising.
5. No tank tops, halter tops, bare midriff shirts or blouses, muscle shirts, or sundress with bared shoulders unless worn with a jacket.
6. Cosmetics, hair style and accessories should be moderate, not extreme.
7. Body odor which is offensive to others cannot be tolerated. This may include heavily scented colognes, perfumes, or after shave lotions.

_____ It is my responsibility to turn in time sheets when due. Payroll periods are 1st-15th and 16-31st. Timesheets should be turned in the next business day after the end of the payroll period. I must establish my work hours with my supervisor that are suitable for all concerned. (Each month you and your supervisor must verify the time worked. Both of you are required to sign the time cards before submitting them to the Financial Aid office. It is YOUR responsibility to find out when time sheets are due and turn them in.)

_____ I cannot work on class assignments or projects during scheduled work hours.

Student Signature _____ Date: _____

Confidentiality Statement

I, _____ (please print), realize that as a Federal Work-Study student, I shall not disclose any confidential information or use such information for my own personal benefit as stated in the Georgia Military College Ethics Policy. I realize that if I am suspected of or guilty of breaking that Confidentiality Code, I will be discharged of my duties as a Federal Work-Study participant and could face other repercussions. My signature is evidence that I have read the above statement in its entirety and understand totally its content.

Student Signature: _____ Date _____