



Mineral Area College

Serving Communities Since 1922

Work Study Employment Program

PROCEDURES FOR STUDENTS

How to apply:

1. Complete a **Work Study Application**.
2. Return completed Application to the **Financial Aid office** in Student Services. The Financial Aid office will determine if you're eligible for the program. **Please be aware that the receipt of Federal or State Grant Aid may affect the amount of financial aid awards you are eligible to receive from other sources (i.e. College Work Study, Student Loans, Scholarships, Voc-Rehab, WIA, A+, etc.)**
3. Check your MAC email for program eligibility.

If you're eligible for the Work Study program, share the information with your instructors, campus departments (i.e. Library, Bookstore, Wellness Center, Student Services, etc.) and check our website – under Employment.

If you are hired you will need to:

1. Complete a Payroll Packet.
 2. Take the FERPA Quiz
 3. Review "Keep That Job" on Missouriconnections.org
- **PLEASE NOTE:** Time sheets are due in the appropriate **Dean's Office** no later than the 25th of each month. The forms must have your supervisor's signature.
 - Paychecks may be picked up from the Dean of the division for which you work on the 10th of every month.
 - The Work Study Program runs on an academic year (July 1 thru June 30 of the following year) just like the FAFSA. On June 30, the program ends and all Work Study students must re-apply for the new academic year.

Mineral Area College

PO Box 1000, Park Hills, MO 63601

WORK STUDY APPLICATION FOR EMPLOYMENT

Name:

_____ (Last) (First) (Initial)

Current Address: _____

City: _____ State: _____ Zip Code: _____

Home #: _____ Cell #: _____ Student # (JICS) _____

E-mail: _____ Date Available _____

EDUCATIONAL DATA

High School _____ Graduation Year _____

Mineral Area College major _____ GED Y or N Year _____

Expected MAC graduation date:? _____ Have you ever been convicted of a felony? _____

Other colleges attended: _____ Course/Major Study _____

Dates attended: _____ GPA _____ Degree _____

List extracurricular activities:

SKILLS & ABILITIES: Special skills and abilities that should be considered when reviewing the application:

For Office Use Only

Academic Year 20 -- 20 Award Amount \$ _____
(July 1 — June 30)

Verified by: _____ Date: _____ Suspension effective _____

SUPERVISOR(S): _____ ; _____
_____ ; _____

EMPLOYMENT RECORD: Most current employers first.

Employer:	
Address:	Phone:
Dates:	Position Held:
Employer:	
Address:	Phone:
Dates:	Position Held:

REFERENCES: List three persons not related to you whom you have known at least one year.

NAME	ADDRESS	PHONE

PHYSICAL RECORD: Do you have any physical condition which may limit your ability to do the job for which you are applying? Yes or No

In case of Emergency Notify: Name: _____ **Number:** _____

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary be terminated without any previous notice.

DATE: _____ SIGNATURE: _____

Mineral Area College is a publicly supported, comprehensive community college established to serve residents of the Mineral Area Community College District. The college endorses and implements a policy of equal opportunity in employment and admission to its programs and services for all persons regardless of race, color, religion, national origin, ancestry, sex/gender, marital status, age, disability or status as a disabled veteran, veteran of the Vietnam Era, or sexual orientation. For more information, call the Title VI, Title IX, Sec. 504 and ADA Coordinator at (573) 518-2378 or U.S. Dept. of Education, Office of Civil Rights.

Mineral Area College
Work Study Employment Program
Job Questionnaire

I. NAME: _____ **Student # (JICS):** _____

II. INDICATE YOUR AREA(S) OF INTEREST:

- | | |
|--------------------------|------------------------------------|
| ___ Audio-Visual | ___ Maintenance |
| ___ Bookstore | ___ Science Lab |
| ___ Library | ___ Clerical/Data Entry/Records |
| ___ Computer Lab | ___ Accounting/Bookkeeping |
| ___ Theatre/Fine Arts | ___ Wellness Center |
| ___ Print Shop/Mail Room | ___ Outreach Center; list location |
| ___ other; please list | _____ |
| _____ | |

III. PERSONAL INFORMATION:

Have you ever been employed by the Work Study program? If so, when? _____

Which department(s) did you work and who was your supervisor(s)? _____

From the choice(s) you made above, do you have a preference? _____

What date would you be available for employment? _____

(Student Signature)

(Date)



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GUIDELINES FOR STUDENTS

1. Should a problem with your employment occur, speak first with your immediate supervisor. If an agreement is not reached, contact Beth Lambert, program coordinator in the Career Planning center or call 573-518-2193.
2. Identify your work schedule clearly. Notify your supervisor in advance should you need to be absent. Always be to work on time.
3. When **classes are canceled** due to inclement weather, you are **not required to work**.
4. Except for special circumstances identified by your supervisor, eating and drinking is not allowed while you are on duty.
5. No homework is to be done while you are on duty.
6. No personal calls are to be made or received, unless there is an emergency.
7. Other students are not to “visit” or hang around while you are on duty.
8. While working, do not have extended conversations with campus professionals.
9. Everything you see, hear and do, while on duty is to be considered confidential. It is not to be discussed with anyone.
10. Identify yourself as a student employee immediately if: 1) you are asked a question you do not have the answer for, 2) an individual becomes “overly assertive” in any way, 3) you feel uncomfortable with the situation. If these situations arise, make sure you have the individual’s name and phone number. Tell the person that the appropriate campus professional will make contact as soon as possible. Deliver the message to the campus professional. If you are not sure to whom the message is to be delivered, ask your supervisor. If questions still exist, notify Beth Lambert in the Career Planning center.
11. Always be polite and friendly regardless of the situation. You may explain that you are a student worker, and then get your supervisor to handle the situation.
12. Short skirts, shorts, revealing fabrics or styles, questionable language or graphics are not permitted. Garments and footwear should be clean. Concerns should be addressed with your supervisor.

Student Signature

Date