

VA Work Study Application

SOUTHWESTERN ILLINOIS COLLEGE
Community College District 522
An Equal Opportunity/Affirmative Action Employer

IMPORTANT! Please read before completing this application. To be eligible for VA Work Study, you must be enrolled in a minimum of 9/11 credit hours each Fall/Spring semester and 4/5 credit hours in the Summer semester and using your federal benefits to be employed. Pay is \$8.25 per hour (non-taxable) and you receive payment for every 50 hours of work completed (50 hours = \$412.50). Work hours will be scheduled around class schedules to meet the needs of the office and student.

Your application tells a potential employer important information about you, and gives a first impression of you. Be clear and accurate! *Please print in black ink.* Applications are only kept on file for the current semester.

NAME: _____ SWIC ID: _____
Last First M.I.

ADDRESS: _____
Street City State Zip Code

PHONE: _____ Email Address: _____

SWIC Major: _____ Expected graduation date from SWIC: _____

	TIMES AVAILABLE TO WORK
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

JOB INFORMATION:

Campus Preference ___ Belleville
___ Granite City

Office Hours

Monday - Thursday 8:00 am - 5:00 pm
Friday 8:00 am - 4:00 pm

EDUCATION INFORMATION: Are you a new SWIC student? ___ Yes ___ No

Name of high school: _____

Date of high school graduation: _____

Other colleges attended: _____

Check any of the areas below in which you have experience (previous employment is not necessary).

___ customer service ___ filing ___ scanning ___ problem solving
___ answering phones ___ data entry ___ office clerk ___ ten key
___ receptionist ___ multi-tasking ___ note taking ___ typing ___ WPM

Indicate any computer software applications or programming languages in which you are proficient:

___ Access ___ Macintosh ___ Programming ___ Word _____
___ Excel ___ Photoshop ___ Publisher ___ VAOnce _____
___ Internet ___ Powerpoint ___ Windows ___ Other _____

REFERENCES:

NAME	CITY AND STATE	PHONE	RELATIONSHIP
1 _____			
2 _____			

EXPERIENCE: List previous work and/or volunteer experience:

EMPLOYER	TYPE OF WORK	DATES EMPLOYED
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		

GENERAL INFORMATION:

Are you legally authorized to work in the United States? ___Yes ___No

Have you ever been convicted of a criminal offense? ___Yes ___No

Date _____ Place _____

Nature of the offense: _____

(An affirmative answer will not automatically disqualify you from being considered as a candidate for employment.)

The statements that I have made in this application are true and complete to the best of my knowledge and I understand that any alteration or concealment of a material fact will result in my disqualification before appointment or dismissal after appointment. I hereby authorize Southwestern Illinois College and its representative to investigate my background, including but not limited to past employment, military and police records. My permission is hereby given to any and all persons, agencies, corporations, firms or associations to release any and all such information, records or other documents to Southwestern or its representatives for its inspection and copying. A copy hereof shall be considered authentic as the original.

Date _____ Signature of Applicant _____