



SEMINOLE STATE COLLEGE

Federal Work Study Information

Student:

If this Work Study Form was listed as a “needed document” in a letter or email to you, it is because you checked yes on your FAFSA for being interested in a Federal Work Study position. Work Study jobs require you to work at a job on campus up to 20 hours per week. If this is not something you are interested in, or you already have a job that would not allow you to be a work study student as well, then you do not have to complete this application. Please notify the Seminole State College Financial Aid Office so that we can remove it from your “missing documents list” so that it does not appear on any more notifications. Please contact our office by phone or email which are listed at the bottom of this page.

Even though you selected yes on the FAFSA for being interested in a Federal Work Study position, this does not mean you are automatically eligible to be a Federal Work Study student. To find out if you are eligible to be considered for a Work Study position, you must first complete your Financial Aid file with the Financial Aid Office. Once your file is complete, a Financial Aid Specialist can let you know if you are eligible for Federal Work Study. You may complete a Work Study application before completing your Financial Aid file, however, you will not be considered for a position until your file is complete and verified that you are eligible.

If you have any questions or would like further explanation on the program, please do not hesitate to come by our office or contact us. All of our information is listed below.

SSC Financial Aid

Phone: 405-382-9247

Email: finaid@sscok.edu

Office Location: Walkingstick Student Services Building (right off Hwy 9)

Office Hours: Monday: 8am – 6pm

Tuesday – Thursday: 8am – 5pm

Friday: 8am – 4pm

We look forward to working with you!!

SSC Financial Aid



SEMINOLE STATE COLLEGE



2086

Application for Student Employment

*****YOU MUST ENCLOSE A RESUME ALONG WITH THIS COMPLETED APPLICATION TO BE CONSIDERED FOR EMPLOYMENT*****

Full Name: _____ Student ID: _____

 Last First MI

Phone: _____ Email Address: _____

Alt. Phone: _____ Best Method to Contact you: Phone Alt. Phone Email

Major: _____ No. of Hours Currently/Will Be Enrolled in: _____

Employment Sought (mark all that apply): Morning Afternoon Evening Weekends

Are you employed now? YES NO If so, may we contact your present employer? YES NO

Qualifications and Skills: Computer (software) programs, Tools, Equipment, Related skills, Interpersonal Skills, Certificates, (and any other traits that would make you a good employee) etc.

Please List On-Campus Organizations, Clubs, and Positions Currently Involved in:

Please List Relevant Paid or Volunteer Work Experience:

1. Employer/Department _____ Phone _____

Supervisor _____ Date of Employment: _____ to _____

May we contact this employer? YES NO

2. Employer/Department _____ Phone _____

Supervisor _____ Date of Employment: _____ to _____

May we contact this employer? YES NO

Employment References:

1. _____
Full Name Phone Number Business/Occupation

2. _____
Full Name Phone Number Business/Occupation

I authorize Seminole State College to contact the references listed above, and I hereby certify that the above information is true and complete. I understand that falsification may result in my application being dismissed.

Signature _____

Date _____



Resume Example-No Work Experience

(If you have held a job, use the community experience section as a model to list your current/previous job, it can be labeled as work experience.)

Your Name

Address	Phone
City, State	Email

Education

Associate in Science, Business Seminole State College, Seminole, OK	Expected Graduation: May 2019
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Hometown High School Town, State	Graduation: May 2017 GPA: (optional)
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Community Experience (you may not have a lot of work experience, but you may have been a volunteer)

Volunteer (or other title you may have had) Company/Organization/Club Name	Date Year-Date Year
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- List 3-5 bullet points describing your position or work
- Start with action verbs
- Example: Read to elementary students weekly during my lunch hour

Warmth 4 Winter Volunteer BPA Organization	October 2016-December 2016
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- Organized winter coat drive for local children in need of coats
- Worked with other BPA members to ensure the drive was successful
- Delivered winter coats to multiple children across local communities

Community Involvement and Leadership Activities

FFA Member	Year-Year
BPA Member	Year-Year
• BPA Treasurer	Year-Year
Salvation Army Volunteer	Month Year- Month Year
Sunday School Teacher (2-year-olds)	Month Year- Month Year

Honors

Honor Rolls	Month Year (or Year- Year if consecutive)
Sports/Club Honors	Month Year
Student of the Month	Month Year

References (do NOT include on the resume. The references listed on your application will suffice. You do not have to find more people to be a reference for you.)

This is an EXAMPLE. Your resume does NOT have to model this resume type. You may use an existing resume if you have already made one. This is an example for those who have not made a resume before.