

WORK UP TO 19 HOURS PER WEEK
AT \$15.33 PER HOUR.

NORTHEAST LAKEVIEW COLLEGE

WORK-STUDY APPLICATION GUIDE

Determine Work-Study eligibility.

- Visit with **Financial Aid** to determine Work-Study eligibility.
- Enrolled in at least 6 college credit hours with at least 3 hours at home campus.
- Good standing with Satisfactory Academic Progress (SAP)

Visit Alamo.edu/jobs.

Click the blue **Student Employment** button.



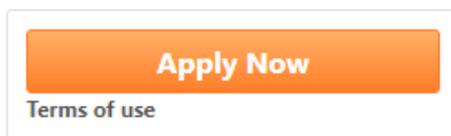
Select **Work-Study On Campus**.



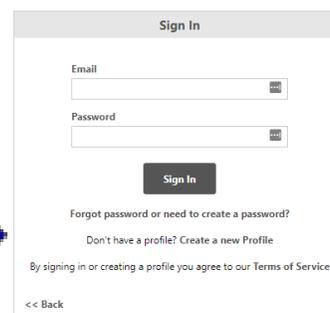
Select the job posting- **Work Study- Northeast Lakeview College**



From the job description page, click the orange, **Apply Now** button.



Sign in or **Create a New Profile**.



WORK-STUDY APPLICATION GUIDE

Click **Next** & **Back** to navigate through the application pages.



Upload your **Resume**. Click the following link to view a [Sample Resume](#) or visit the [Career Resources & Services](#) page for more resume tips and samples.

Answer the **Employment Eligibility** questions.

Employment Eligibility

1. Are you currently legally authorized to work in the United States?

Yes No

2. Do you have relatives (by blood or by marriage) or members of your household who are currently employed by Alamo Colleges

Yes No

If yes, provide their name, work location, and relationship to you:

3. Have you previously worked for Alamo Colleges District?

Yes No

Provide contact information for three **References**.

References

Please provide three professional work references. Reference sources may include business, schools and volunteer. Ple:

1. Please provide three professional references. Include name, relationship, phone number, and email address.

The screenshot shows a two-step application process. Step 1 is 'Welcome and' and Step 2 is 'Resume/CV'. The 'Applicant Profile' section is active. It includes a 'Resume/CV' section with three options: 'Use my existing Resume/CV (View - [icon])', 'Upload a Resume/CV from my computer' (selected), and 'Write or Paste a Resume/CV'. Below that is a 'Cover Letter' section with three options: 'No Cover Letter' (selected), 'Upload a Cover Letter from my computer', and 'Write or Paste a Cover Letter'.

Career Engaged Learning Office
Brazos Student Union, Room 125
nlc-careers@alamo.edu



WORK-STUDY APPLICATION GUIDE

Answer the **Qualifying Questions**.

1. Enter your Banner ID number (student ID number).
2. Have you completed your FAFSA for the current academic year and have you been awarded financial aid?
3. Do you have an accepted Work-Study award visible in ACES?
4. Are you currently in good standing, with an acceptable GPA, under Financial Aid Guidelines, and not over 99 attempted hours?
5. Are you currently enrolled for 6 or more hours at one of the Alamo Colleges?
6. Check your major/ area of concentration.
7. Choose the Work-Study options that you are interested in.

Answer the **Compliance Questions**.

1. Disability:
2. Gender:
3. Ethnicity:
4. Veteran Status (Part 60-250):

Read the **Application Certification Statement** and check the **I Agree** box.

Do you agree?

I agree

If everything is correct and complete, click the **Submit Application** button.

Submit Application

Submit Application

Career Engaged Learning Office
Brazos Student Union, Room 125
nlc-careers@alamo.edu



ALAMO COLLEGES DISTRICT
Northeast Lakeview College



NEXT STEPS

Your eligibility will be reviewed by the [Student Financial Aid Office](#).

Check the email account, which was used on the application, regularly for New Hire paperwork, to be sent by the Alamo Colleges District, [Human Resources Office](#) (Employment@Alamo.edu).

Complete on-boarding documents for criminal background check, I-9 employment eligibility, W-4 employee withholding, and direct deposit information and form.

Once your initial New Hire paperwork has been submitted, you will work with the college [Human Resources](#) partner to finalize your hiring paperwork.

After Human Resources and Financial Aid have cleared you for hire, [departmental supervisors](#) may contact you to schedule an interview and review job specific information.

If you are interested in working for a particular department or office, it is recommended to speak to that supervisor directly.

Once hired, you will be asked to complete a [Work-Study Agreement](#), review the [Work-Study Handbook](#), and register for [Work-Study New Employee Orientation](#).

Questions?

Work-Study Eligibility

Student Financial Aid Office
Brazos Student Union, Room 102
dst-sfs@alamo.edu
210.21ALAMO (210.212.5266)

Application Assistance

Career Engaged Learning Office
Brazos Student Union, Room 125
nlc-careers@alamo.edu
210.486.5142

Hiring Paperwork or Status

Human Resources
Alamo Colleges District
employment@alamo.edu
210.485.0200

