

**Job Placement Services  
Career Development Center  
Downtown Campus, Room 1020  
633-8270**

**REQUIRED DOCUMENTS NEEDED WHEN APPLYING FOR ON CAMPUS EMPLOYMENT**

1. \* RESUME
2. Completed Student Employment application
3. **Verification of enrollment for a minimum** of six college credit hours or 12 weekly contact hours as a non-college credit student.
4. Picture Identification
5. Social Security Card
6. \* **ALL STUDENTS** are required to file a **FREE APPLICATION for FEDERAL STUDENT AID (FAFSA)** regardless of financial need.
7. If you have filed and you were awarded Federal Work Study, submit a copy of your award letter.
8. If you were not awarded Federal Work Study or you have not filed a FAFSA, please do the following:  
Request a copy of **the Student Aid Eligibility Status Form** from the Job Placement Services Office.  
Take the completed form to Enrollment Services, Room 1132, to verify your eligibility.
9. Return to Job Placement Services with the above-required documents and schedule an appointment for services.

(\*Assistance is Available in the CDC)