

# VA Work Study Qualifications

The following qualifications must be met or your application packet cannot be accepted and you cannot receive a VA Work Study position.

1. Applicant **must** be receiving VA education benefits.
2. Applicant must be enrolled in a **minimum** of  $\frac{3}{4}$  the credits necessary to be considered a full time student at your institution.
3. Applicant must complete online training as outlined in packet and both certificates must be printed and included in application packet.

## APPLICANT DIRECTIONS

Before beginning any work assignment Veteran Work Study Students **must** complete the following (in order):

1. Application Packet (including two Online Mandatory HIPPA and Privacy Modules)
2. Background Check (to be completed upon receiving Welcome Letter)
3. Fingerprints
4. ID Card/Name Badge (in some cases could be done same day as fingerprinting, if not a possibility follow same link in welcome letter to set up badge appointment.)
5. Receive ID Card/Badge
6. After receiving the badge go to Work Study Office at Portland VA Room 101-205 to meet with Program Coordinator. At this time you will fill out an Application for Contract, read and sign Rules and Procedures, receive an Appointment Letter and perform TB Test.

### Additional Instructions

- Complete Application Packet
  - Email scanned copy to [vapor-workstudyoffices@va.gov](mailto:vapor-workstudyoffices@va.gov) or drop off at Portland VA Room 101-205 or Vancouver VA Building 15 Room 201.
- Shortly after your packet is received student will receive a “**Welcome Letter**” e-mail, verifying initial enrollment
- Student must complete in its entirety the Online Background Check. Notify Program Coordinator at [timothy.hughes4@va.gov](mailto:timothy.hughes4@va.gov) when complete.
- Wait 4-5 days after completing the Online Background Check and then make an appointment using link in **Welcome E-mail** in order to schedule fingerprinting. Request ID photo at time of fingerprinting. If unable to have photo take at time of fingerprinting wait an additional 4-5 days and follow same link in Welcome Letter in order to make an appointment.

**-After everything above has been completed and processed someone in the Work Study Office will call or email and let you know you have been cleared for work.**

**-To Contact someone in the Work Study Office or to inquire about vehicle tags call the respective Hospital and dial the appropriate extension**

**Portland Hospital: (503) 220-8262**

**Vancouver Hospital: (360) 696-4061**

Work Study Office (Portland)

**X56992**

Work-Study Office (Vancouver):

**X33509**

Vehicle Tags (Vancouver):

# Application Checklist

A complete application will include all of the following pages in the order listed below:

- Work Study Office Contact Information
- Statement of Understanding Regarding Parking
- Request for Personal Identity Verification Card
- OF 2850D Application for Health Professions Trainees
- OF 306 Declaration for Federal Employment
- Online Training Certificates – HIPPA and Privacy & Information Security
- Résumé (must include Addresses of Previous Universities and Employers)

## WORK STUDY PACKET INSTRUCTIONS

Important! Please pay attention to the following instructions. Failure to do so may delay the processing of your application.

**NOTE: You must be receiving GI Education Benefits and going to school at least ¾ time to qualify for the program.**

1. Ensure you fill out all forms carefully and *legibly*. As all forms are fillable students are required to type their information. Handwritten applications will not be accepted. Be aware that some forms may not allow “Saving” so it is strongly recommended that students print each form upon completion. This is the information that all background checks, ID badges, and ultimately contract information will be taken from. Failure to do so may also delay your contract. Also, only submit *complete* applications. **Incomplete application packets will not be accepted.**
2. **Form 10-2850D (General Information):** Fill out all of sections I-III (fill out section 10 if you are NOT a US citizen); Page 2, 3 and 4 require your name and SSN at the top and signature at the bottom. On Page 2 put N/A (not applicable) to all the training and licensing questions as this does not apply to this program. On Page 3 answer the questions and put N/A for remarks. On page 4 answer the questions and sign and date.
3. **Form OF 306 (Declaration for Federal Employment):** Read page one, then fill out pages two and three. Sign and date page three where it says, “Applicant Signature.”
4. **Complete the online training and print out each certificate upon completion (see TMS training instructions).** The two training certificates you print must be included in your packet in order for it to be processed.
5. **Work Study Contact Information.** Ensure you fill out this page as completely and legibly as possible. This is the information we use to contact you. If we cannot read this, we cannot contact you to finish the process.
6. **All medical forms stay in your possession until you are called to get your TB testing done.** When it is time to do your TB testing (after you are cleared for work), please bring those forms with you to Occupational Health. If in the interim, you lose these forms, please feel free to stop by the office to get replacement forms before going to get your TB test. Or you can get them from Occupational Health when you go in.
7. **If you have any questions, please feel free to call us.** Our number is: (503) 220-8262, extension 56992. The Work Study Supervisor is Timothy Hughes.

TO: Work Study Students

FROM: Work Study Coordinator

SUBJ: PARKING AND TRANSPORTATION STIPULATIONS FOR WORK STUDY STUDENTS

DATE: 10 June 2016

As a Work Study Student I, \_\_\_\_\_, understand the following restrictions  
(print name)  
regarding parking and transportation to/from my work site:

- (1) If assigned to the Portland VA Hospital I will not be permitted to park a personal vehicle on site
- (2) If assigned to the Vancouver VA Hospital I may be issued a parking pass but this is not guaranteed and will be contingent upon availability
- (3) If assigned to a location other than the Portland or Vancouver campuses parking availability will be on a case-by-case basis
- (4) I will not be reimbursed for any costs incurred travelling to/from my assigned work site

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Signature

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Date