

## How to Apply for FWS Employment Jobs at Hartnell College

### For 2011-2012

1. If you are applying for a Federal Work Study position on campus, check your financial aid award letter for 2011-2012 to ensure that you have been awarded Federal Work Study. You may check your award letter using PAWS for Students at [www.hartnell.edu](http://www.hartnell.edu) (click on PAWS for Students).
2. If you have been awarded Federal Work Study and you are interested in working on campus, go to Hartnell College's website at [www.hartnell.edu](http://www.hartnell.edu) (Click on the Directory) and click on J for Job Bank. ([www.hartnell.edu/students/careers/job\\_bank.html/](http://www.hartnell.edu/students/careers/job_bank.html/)).

All current FWS student positions are being posted on our website under the College's Job Bank. In addition, you will also find the Application for Student Employment on our website.

3. To be considered for FWS:
  - You must have a completed Financial Aid File for the 2011-2012 year.
  - You must have been awarded Federal Work Study allocation.
  - You must be in good SAP or Probation SAP standing. Students who have been approved through the SAP Appeals process are not eligible for FWS.
  - You must be enrolled in a minimum of 9.0 units for the appropriate semester (fall/spring).
  - You must have a minimum 2.00 semester GPA; and a minimum 2.00 cumulative GPA.
4. If you find a position or positions you are interested in applying for and the filing deadline has not passed, complete an Application for Student Employment form. You may make copies as needed for multiple positions.
5. You must take your completed Application for Student Employment form to the person listed on the job announcement in the department for the position you are interested in applying for. Be sure to submit your application before the deadline date listed on the job announcement.
6. You will be contacted by someone in the department for an interview if they are interested in talking to you about the position. All positions are maintained by each department that is posting a position. The Financial Aid office has no control over position deadlines, etc.
7. If you are chosen for hire, your new supervisor will provide you with a FWS Employment Authorization form that you will need to complete. Your supervisor will then complete the department's portion of the FWS Employment Authorization form.
8. Your supervisor will then forward the FWS Employment Authorization form along with your Application for FWS Employment form to the Financial Aid Office. (See Clara Moreno)
9. The Financial Aid Staff will then ensure that you are eligible for FWS based on the criteria stated in #3 above.
10. If you are eligible to work, your FWS Employment Authorization will be completed by Clara Moreno. In addition, she will attach all of the hiring paperwork required by our Human Resources Department and returned back to your supervisor.
11. Your supervisor will notify you to return to their office to complete all of the HR paperwork and to take your completed packet to our Human Resources Department for processing.

**(YOU CANNOT BEGIN WORK UNTIL STEP 11 SHOWN ABOVE IS COMPLETED.)**