How to Apply for Federal Work Study Employment Jobs at Hartnell College 2015-2016

Federal Work Study (FWS)

This program, based on financial need, and availability of funds, provides part-time employment at the College so that students can earn money while gaining work experience and employment history. (*A FWS award is not a guarantee of employment.*)

1. To be considered for a FWS Job:
   - You must have completed a 2015-2016 FAFSA application and listed Hartnell College on the FAFSA. Hartnell’s College code 001209.
   - You must have a completed financial aid file for the 2015-2016 academic year.
   - You must have been awarded Federal Work Study allocation. Check your award letter using PAWS for students at [www.hartnell.edu](http://www.hartnell.edu) (click on PAWS for Students)
   - You must be in Good SAP, Warning SAP, or Probation SAP standing, and have a minimum 2.0 semester GPA and a minimum 2.0 cumulative GPA.
   - You must be enrolled in a least 9.0 units for the appropriate semester (fall/spring).

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 A to Z Index) and click on J for Job Bank.

   All current Federal Work Study student positions, as well as other student job classifications; Cal Works, and Student Hourly positions are being posted on our website under the College’s Job Bank. 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 on Campus Form, available also in this website. You may make copies as needed for multiple positions.

3. Take your completed Application for Student Employment on Campus Form, to the person listed on the job announcement in the department for the position you are interested in. Be sure to submit your application before the deadline date listed on the job announcement.

4. You will be contacted by someone in the hiring department for an interview if they are interested in talking with 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.

5. If you are chosen for hire, the supervisor of that department will provide you with a Student Employment Authorization FWS/CWS 2015-2016 Form, for you to complete the student’s Information and Certification sections. The supervisor will complete the employment data and the department certification, and will then forward the Authorization form along with your Application for Student Employment on Campus and a job description to the Financial Aid Office.

6. The Financial Aid Specialist in charge of the FWS will ensure that you are eligible for the FWS job based on the criteria stated in #1 above.

7. If you are eligible and FWS funds are available; your Student Employment Authorization form will be approved by the Specialist in charge of the Federal Work Study Program, then the Authorization, and Application for Employment will be returned back to your supervisor, he/she must then obtain the Human Resources Employment packet of forms (required for new hires), and ensure you complete all forms, and take all documents to the Human Resources department for their review and documentation approval.

8. Lastly, once all hiring paperwork is processed by the Human Resources Department, your supervisor will notify you on when you can begin to work.  
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