

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

Federal Work Study (FWS)

This program is based on financial need and availability of funds, and provides part-time employment at the College. Work–Study is not mandatory, but is a good opportunity to earn an income while gaining work experience and employment history.

1. To be considered for a FWS Job:
 - You must have completed a current academic year FAFSA application and listed Hartnell College on the FAFSA. Hartnell's College code 001209.
 - You must have a completed financial aid file for the current academic year.
 - You must have been awarded Federal Work Study allocation. Check your award letter using PAWS for students at 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 (Click on the A to Z Index) and click on J for Job Bank.

All **Federal Work Study** job positions, as well as other student job classifications; Cal Works, and Student Hourly positions are posted on our website under the College's Job Bank. If you find a position or positions you may be 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 might 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/s you are interested in. Be sure to submit your application before the deadline date listed on the job announcement.
4. You may 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 job position. The Financial Aid office has no control over position deadlines, etc.
5. If you are chosen for hire, the supervisor or designee staff of that department will provide you with a Student Employment Authorization FWS/CWS 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 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.