

PROCEDURES FOR OBTAINING A FEDERAL WORK STUDY (FWS) POSITION 2011-2012

1. Positions are located at www.holyfamily.edu/finaid, “Student Employment”, “2011-2012 FWS Job Listing”.
2. Contact the supervisor of the department that you are interested in working to set up an interview.
3. Take both copies of the FWS contract with you to the interview. Once you are hired complete the “Student Agreement” section on the contract and have your supervisor complete the “Supervisor Section”. Return one copy of the signed contract to the Financial Aid Office.
4. If you are a returning FWS student, you will need to complete a 2011 W-4 Form, which is located at; www.holyfamily.edu/finaid/forms, click “Student Employment”.
5. First time FWS students will need to complete a 2011 W-4 Form, Workmen’s Compensation and a Federal I-9 form. In order to complete the I-9 Form, two forms of identification are required. Be sure to review the list of accepted documents. Forms can be obtained at; www.holyfamily.edu/finaid, click on “Student Employment”.
6. Once all of the required documents are received, the Financial Aid Office will email both the student and supervisor authorizing the student to begin working. You may **not** begin working until the email is received.