

2016-17 Federal Work Study Approval Notice
Secured a job by: **08/16/16** ** See footer for an explanation.

Dear Student Employee First Name, ID# 00000000

You are eligible to participate in the FWS program and your award is **\$3000** Follow the instructions on this notice to begin your search for student employment. Failure to follow instructions may result in losing your award.

Instructions For Students

1. **READ** and **PRINT** this notice and show it to any potential employer
2. Click on the link <http://bit.ly/1ZYoltE> to view the list of jobs available at El Camino College.
3. Contact any department on the list to make an appointment for an interview
4. Provide a copy of this notice to your potential supervisor as proof that you are eligible for the program
5. Have your supervisor complete a 2016-17 FWS Payroll Authorization (PA) Form if hired; it is available on the FWS Website at http://www.elcamino.edu/student-services/fao/main_fwsp.asp.
6. Complete the Employee Information section and the Conditions of Employment Section of the PA Form. Incomplete forms will be returned; thereby, delaying the hiring process.
7. Have your supervisor fill out the Department Information Section
8. Have your supervisor read the supervisor instructions if he/she wishes to hire you
9. After filling out a Payroll Authorization go to the Administration Building, Human Resources (HR) Office, Room 218 to complete hiring paperwork
10. HR will inform your supervisor after your paperwork is processed
11. Your supervisor will contact you with your starting date

Returning FWS Students

Returning students who will continue working for their previous supervisor may take this approval form to their supervisor and follow steps 4 through 11 above.

Supervisors' Instructions

First is eligible to participate in the FWS program. Interview this student and if you wish to employ this student follow the hiring instructions listed under the **On-Campus Employers** on the [FWS Webpage](#)

Include a copy of this letter with your employee's Payroll Authorization

Contact me if you have any questions.

Sincerely,

Luis Mancia
Financial Aid Advisor/FWS Coordinator
310-660-3593 x3496

** The expiration date refers to the time you have to secure a job. If you are unable to obtain employment during the valid dates of this notice, you may contact me to find out if you are eligible for an extension. Extensions and jobs are available on a first-come-first serve basis but they are not guaranteed.

You FWS Award may be revoked if you lose your financial aid eligibility