

# 2019 - 2020 Federal Work-Study Temporary Employment Process

## Cerritos College Financial Aid Office

### FWS Application Process

Submit Free Application for Federal Student Aid (FAFSA) and required documents.

Submit separate FWS application (**May 1st-August 30th**) online at: <http://cms.cerritos.edu/financial-aid/programs/federal-work-study.htm>

Applications are reviewed on a first come, first serve basis. Students must meet the following criteria:  
\*FAFSA and required FA documents.  
\*Be enrolled in at least 6 units  
\*Qualify for Financial Aid

Students will be contacted for an appointment with the FWS Coordinator as openings become available. Students will meet with the FWS Coordinator for further consideration. As early as **July 2019**

### FWS Hiring Process

If hired, student must complete a temporary employment packet for Human Resources and bring it to the mandatory FWS Orientation along with your social security card, TB test results, copy of live scan form and ID.

Student not eligible or placed on the waiting list will receive a letter.

If working at an elementary school, students will be given an additional finger printing packet at the FWS Orientation.

Contact job site supervisor to introduce yourself, arrange work schedule and complete required forms:

- FWS Program Agreement
- Job Description
- Paid Sick Leave form

Submit required forms to Financial Aid Drop- Box by due date given at orientation.

Students will be notified by the FWS Coordinator when they have cleared temporary employment through Cerritos College Human Resources, have cleared fingerprinting and can start working.

#### Federal Work-Study Contacts:

Lizette Gonzalez  
FWS Coordinator  
(562) 860-2451 ext. 2395  
[lgonzalez@cerritos.edu](mailto:lgonzalez@cerritos.edu)  
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[www.cerritos.edu/financialaid](http://www.cerritos.edu/financialaid)

**Start Working! Submit your FWS Timecard on the 24<sup>th</sup> of each month to the Financial Aid Drop-Box. Maintain at least 6 units.**

\*Subject to change