

FEDERAL WORK STUDY (FWS)

How to Search For a Job



Career Center

FOR STUDENTS

1 LOG IN

VISIT
<https://mtsac.edu/mountiecareers>



CLICK on
"Student/Alumni"

CLICK on
"Sign up"

2 SEARCH FOR JOBS



Click on "Jobs" on your right hand side.

2. Under "Position Type", check the "Work Study" checkbox.

3. When you see a job that interests you, click on the job title to pull up the job description.

3 APPLY

1. Apply for the position as directed by the job description. Download, complete, and submit the [FWS Employment Application](#) to each job posting on Mountie CareerSource.



2. Employers will schedule interviews and you will be notified when the position closes.

4 GET INTERVIEWED



1. Be prepared and on time for your interview.

2. If you get hired, your supervisor will fill out the hiring form. This form is automatically sent to the Financial Aid Office to create your FWS contract.

5 GET HIRED

1. To complete the FWS hiring process, bring the following documents to the Financial Aid Office:

- Valid government issued picture ID (unexpired)
- Original social security card

2. Complete and submit the rest of your FWS hiring docs:

- [I-9](#)
- [W-4](#)
- [EDD withholding](#)
- [Direct Deposit](#)

You can find these forms [here](#):



3. Check your email. Within 2-3 business days, you will receive an email from Adobe Sign to electronically sign your contract. It will then get sent to your supervisors for electronic signature.

4. Once you have received confirmation from the Financial Aid Office, you are ready to start your FWS job! Your supervisor should contact you regarding your start date.

CONTACT US

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