

CRAFTON HILLS COLLEGE

A Campus of the San Bernardino Community College District

Dear Student.

We are excited to inform you about our online system for Federal College Work Study. You may now do it from any computer with access to the Internet.

Please keep in mind the following:

- A. You must have requested and been awarded Federal Work Study as shown on your award letter.
- B. You must be enrolled in a minimum of six (6) units at all times in order to be working.
- 1. Go to www.sbccdjobs.com

Note: When you look on line please make sure that you note the location of the job. Both Crafton Hills College and San Bernardino Valley College federal work study jobs are on the same site.



- 2. Click on "Search Postings", and then click on "View" for the job you are interested in. You will see a tab at the top which is labeled "APPLY FOR THIS POSTING". Click on this and a screen will appear asking if you are a New Applicant or an Existing User. If you have never applied for a position before, click on "New Applicant" which will take you to a screen where you can set up a user ID and password. Once you have a user ID and password you can access the application.
- 3. You must fill out an application for the job you are requesting and click on "submit". Once you fill out the application, you can use if for multiple positions. You just have to view the position and apply to each one that you are interested in.
- 4. Once the application is submitted, you may contact the number posted on the job listing to schedule your interview
- 5. You must bring your award letter with you to your interview showing you have been awarded Federal Work Study for the 2012-2013 Award year.
- 6. Once you are hired, you will be required to fill out the following forms which are available on line to print: 2012-W-4 form, EFT (direct deposit) form, I-9 Employment Eligibility Verification form, Notice of Employment, Oath of Allegiance. Go to www.sbccd.org. Click on **District Faculty and Staff Information/Forms**. Click **Human Resources Forms**. Under **Employment Forms** select the necessary forms.



7. Your employer will give you a Statement of Confidentiality form and a Federal Work Study Handbook.

Should you have any questions regarding this process, please come into the Financial Aid Office during normal working hours. We are located in CL-214 near Admission & Records.

We wish you a successful academic year!

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John Muskavitch

Director of Financial Aid