

UNH Manchester

Federal Work Study Information & Application

What is Federal Work Study?

The FWS Program is a federally funded aid program designed to provide jobs for undergraduate and graduate students. Awards are based on financial need as calculated by the Financial Aid Office. You must file your FAFSA each year by the priority deadline, March 1, to be reviewed for eligibility.

Can WS go towards my bill/tuition?

Unlike other types of aid, FWS is not credited to your tuition bill; rather it reflects the amount of money you are eligible to earn through part-time employment in the program. You may choose to save this money to go towards your educational expenses or future educational costs as you earn it.

What kinds of jobs are available?

There are a variety of jobs available both on campus and at a local, non-profit organization. Examples of jobs include office assistants, respite support, student ambassadors, lab and research assistants and educational assistants.

How do I find a job?

Positions will become available by mid-August each academic year. Go to www.manchester.unh.edu/financial-aid and click on the work study link. There you will find the tab “Job Listings” and various information pertaining to the FWS program. Submit the FWS application to the Financial Aid Office once fully complete—applications must be legible. Resumes are accepted IN ADDITION to a fully completed application. There is a designated area on the application to specify the position you are applying to or write “apply to all positions”. The FWS Coordinator will forward your application to the appropriate supervisor. Supervisors who have interest in your application will call you directly for an interview.

How long will it take?

The average position is filled within 2 weeks but it can take 2-4 weeks from the time you submit your application to get a call from a supervisor. Students who do not receive a call within a few weeks were probably not selected for interviews. If a particular position requires experience, the position may go unfilled. Check the job list periodically for newly posted positions, especially during August and September. It is the students’ responsibility to contact the FWS Coordinator to forward applications to newly posted positions.

Does everyone who’s awarded work study funds get to use it?

FWS positions are not guaranteed. It is strongly encouraged that if you will be relying on employment while attending college, you apply to non-work study positions off campus to gain employment.

(continued on reverse)

How much will I be paid?

Employers determine the rate of pay for the FWS positions. The pay rate must be equitable with other employees performing equivalent work for the department or agency. We ask that the wage be commensurate with the skills required to perform the job and comply with federal minimum wage standards. The rates of pay are posted on the job lists.

How many hours per week will I have to work?

The number of hours you will be required to work varies from job to job. You can arrange your own schedule directly with the hiring department when you interview for the position. On the average, students work 8-12 hours per week.

Is there any paperwork I need to complete once I am offered a job?

Yes, the following must be completed before you begin working; come to the financial aid office for the packet.

1. The blue Financial Aid Enrollment Verification Form accepting your aid package
2. An Employment Authorization Form and additional hiring documents
3. A W4 form and an I-9

Please call 603-641-4189 to schedule a time with the FWS Coordinator to go over the required paperwork and a quick orientation to the work study process if this is your first position through UNH Manchester.

Please sign and return with your work study application

I have read the above FWS Information and understand the work study process.

Signature

Printed Name

Today's Date



UNH Manchester Federal Work-Study Job Application

Name: _____ Phone (day): _____ Student ID# _____

Street Address: _____ City/State/Zip: _____

UNH Email: _____ Alternate Email: _____

Enrollment Status: Freshman Sophomore Junior Senior

Major: _____ Minor: _____ Amount of Work Study Awarded? _____

Hours available to work: Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____ Sat. _____ Sun. _____

What positions are you applying to? _____

Have you ever been employed by UNH or any other USNH campus? Yes No

If yes, date(s) worked _____ Name (if different) _____

Are you legally eligible for employment in the United States? Yes No

Have you been convicted of a felony that has not been annulled in court? Yes No
If yes, please explain on a separate page and attach.

Employment History *(List most recent first):*

Employer: _____ May we contact employer? _____

Supervisors Name: _____ Supervisors Phone: _____

Address: _____ Job Title _____

Reason for Leaving: _____ Start Date (mo/yr) _____ End Date (mo/yr) _____

Duties/Experience: _____

-----Financial Aid Office Use Only-----

Scanned Folder References Resume Included Forwarded Hired Not Eligible

Notes: _____

Employment History *(List most recent first):*

Employer: _____ May we contact employer? _____

Supervisors Name: _____ Supervisors Phone: _____

Address: _____ Job Title _____

Reason for Leaving: _____ Start Date (mo/yr) _____ End Date (mo/yr) _____

Duties/Experience: _____

Employment History *(List most recent first):*

Employer: _____ May we contact employer? _____

Supervisors Name: _____ Supervisors Phone: _____

Address: _____ Job Title _____

Reason for Leaving: _____ Start Date (mo/yr) _____ End Date (mo/yr) _____

Duties/Experience: _____

Please list your skills:

Please provide volunteer, community, high school or personal experience:

I certify that the information supplied on this application is the truth. It is understood and agreed that any misrepresentation by me on this application and accompanying resume or interviews will be sufficient cause for cancellation of this application and/or terminations from the University System of New Hampshire if I have been employed. Furthermore, I understand that the assignment to work and/or continued employment in a position classified as "heavy duty" will follow a physical examinations to determine my ability to perform the requirements of the position. I authorized the University System of New Hampshire to investigate all information provided and to secure additional information about me for Personnel decisions. I freely release from liability the University System of New Hampshire and its representatives for seeking such information and all other persons, schools, corporations, or organizations for furnishing such information. I have read and understand the above.

Signature: _____ Date: _____