

College Work Study Online Application Process

Please print all information. Date: ___/___/___ Application number: _____

Name _____ Phone (____) _____ - _____
First Middle Initial Last Suffix

Program of Study: _____ Work Location: _____

SS # (LAST 4) _____

Instructions to apply Online
***Must have a **current** FAFSA on file.**
***Must have a HS Diploma or GED.**

Step 1:

- Go to <http://www.sdhc.k12.fl.us>
- Click on *EMPLOYEES*
- Click on Apply then #1 click here (blue writing), Create Account tab
- Sign in with user name and other info, complete the application
- **Scroll down to position/ other, *ONLY TYPE- COLLEGE WORK STUDY***
- **Print application and return all forms (app, pink, back ground) to Ms. Guzman**

Step 2:

- Complete the Online Application.
- **Print a copy of the application once you have completed it online. Make sure you have the application number.**

Step 3:

- Submit the hardcopy of the online application to the Financial Aid office (Ms. Guzman), with a completed background form to be sent to the school district Human Resources office.

Notes:

- **It takes 2 – 3 weeks or longer to get approval to work.**
- Applications completed online will not process without the hardcopy of the application completed and received at the school district Human Resources office.
- **There is a background check completed by the school district.** **Approval may be delayed or denied if background screening is not cleared through the school district Human Resources office.**

Office Use Only FWEP _____ FWS _____

Work Site _____