



Federal Work-Study Application Process:

STEP 1: Apply Online in the GPTC Job Center

1. Go to www.gptc.edu.
2. Scroll to the bottom of the page, and click “Join Our Team.”
3. Click Join the Team.
4. Click Apply Now.
5. Click “Create Account.”
6. Once you create an account, click on Open Jobs.
7. Click Student Employment.
8. Then select Student Work Study.

Please do not forget to upload your resume and cover letter. It is best to upload a PDF version of your document. Incomplete applications without the aforementioned attachments cannot be reviewed.

STEP 2: Email Candice Buckley at buckleyc@gptc.edu immediately after finishing the application. You will receive your FWS information packet.

STEP 3: Notified of FWS Status | Approval or Disapproval

You must be approved by Financial Aid (FA) to participate in the Federal Work-Study Program. Your application will be sent to FA for review and approval. Allow at least 72 hours for review.

STEP 4: Complete the Background Check Consent form and Relationship Disclosure Form for Human Resources and turn these forms in directly to the HR Office.

STEP 5: Complete the New Hire Onboarding Session with Human Resources. You will receive an Employee ID number at this session. You cannot begin working until you have completed this session.

STEP 6: Interview with Departments. Present your approval from Financial Aid – this verifies that you are authorized to job search and interview for a position.

STEP 7: Turn in time-sheets to your Supervisor.

It is your responsibility to ensure your time sheet is submitted the last duty day of the month – late submission may result in not being paid on-time.