



Chamberlain Federal Work Study Application Process

CHAMBERLAIN UNIVERSITY

This guide outlines the process for applying for a Federal Work Study (FWS) position with Chamberlain.

While a student may be eligible for the FWS Program, Chamberlain does not guarantee employment. Interested students should contact the Student Services department to discuss employment opportunities with the Federal Work Study Coordinator (FWSC).

To apply for a FWS position, complete the following steps:

1. Apply online, and interview with the hiring department, if selected.
2. Complete the required documents
3. Complete the New Hire Survey
4. Complete the FWS Student Worker Training Map

STEP ONE: APPLY ONLINE.

A resume is required to apply.

Follow the steps listed below:

1. Go to chamberlain.edu
2. Scroll to the bottom of the page and choose **Careers** Keywords: FWS
3. Click **Search**
4. Choose the desired position for your location
 - a. If applying for a FWS position, do not select positions with "non-FWS" in the job title. If results aren't returned for your location, consult the FWSC to identify employment opportunities in your area.
5. Then choose **Apply for this job online**, and follow the prompts
6. Applicants must upload their resume

Once your resume is received, the department manager will select candidates for an interview.

STEP TWO: COMPLETE THE REQUIRED DOCUMENTS.

1. Complete the TA documents.

If hired, the Talent Acquisition (TA) team, will send a background check form, an offer letter, and other documents to the email indicated when applying for the position. Students cannot begin working until the required documents are signed and returned. Please note: Chamberlain students are not required to complete a background check to qualify for FWS employment. However, students are required to sign the background check document and returned it to the TA team. All documents should be completed within 2 days of receipt. Check your spam folder for the TA email. All documents must be completed and submitted before a student can be hired.

2. Complete the I-9 form. If you need assistance, contact your campus I-9 champion.

STEP THREE: COMPLETE THE NEW HIRE SURVEY.

Once you have received your colleague D#, sign-in to the Adatalem Commons portal and complete the New Hire Survey. Check your Chamberlain colleague email for instructions on completing the New Hire Survey.

STEP FOUR: COMPLETE THE CHAMBERLAIN STUDENT WORKER TRAINING MAP.

Once student workers have their colleague D#, students should complete the FWS Training Map provided by the FWSC. Students must complete all the trainings identified on the training map within the first 30 days of employment. Failure to do so could result in termination.

NOTE: Completing this process does not guarantee employment. While a student may be eligible for the FWS award, Chamberlain cannot guarantee a FWS job to each student.