

What to do when you want to be a Student Worker?

- First, go onto <https://www.collegecentral.com/taftcollege/> (CCN) and click “Students.” If you have not done so, create an account.
- Ask your ENGL Instructors/ MATH instructors if they would be willing to recommend you
- If a recommendation is made, you may be contacted for an interview
- Learning Center supervisor will post position on CCN
- If selected after the interview, candidate will upload resume on CCN
- Supervisor will select candidate and will submit a Request for Student Employment form (RSE)
- Financial Aid determines if you are eligible and approved to be a student worker
- Next, Financial Aid will call student to pick up your Job Packet along with DOJ, Life Scan, and FBI (if necessary) paperwork
- Go to police department with paperwork for fingerprinting for DOJ clearance
- Bring back copy of Request for Live Scan with bottom section completed
- Human Resources will receive fingerprinting, DOJ, and /or FBI clearance and notifies Financial Aid if you are eligible to work.
- Once cleared, financial aid will receive completed paperwork from you and send paperwork to Business Office.
- Financial Aid will contact you and supervisor to state if you are good to work or are ineligible for work and will notify you when you can begin work.