



MANCHESTER  
COMMUNITY  
COLLEGE

**2018-2019  
Work Study Application**

**Be sure to log into your MCC student email account to check for announcements about available Work Study positions. Please answer in complete sentences.**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone: \_\_\_\_\_ Email (Please print): \_\_\_\_\_

Major: \_\_\_\_\_

List your past employers beginning with the most current:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tell us about your career goals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What type of skills do you possess? Please check ALL that apply:

- Answer telephones
- Computer/Word processing
- Typing
- Filing
- Tutoring
- Working with Children

Do you speak more than one language? Yes\_\_\_ No\_\_\_ If yes, specify: \_\_\_\_\_

What would you consider your best asset(s) you would bring to a position?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where would you like to work?

- Off-Campus (community service such as a school or a non-profit organization)  
Do you have transportation for off-campus jobs? Yes\_\_\_\_\_ No\_\_\_\_\_
- On-Campus (department)

What type of work would you like to do?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*We suggest that you attach a resume to this application. For assistance with resume development, please visit the Career Services Office, SSC L120.*

**\*PLEASE COMPLETE THE BACKSIDE OF THIS FORM\***



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## Work Study Statement of Understanding

**Please read carefully and sign.**

**I understand to be eligible for the Work Study Program:**

- I must apply to be admitted at Manchester Community College and be matriculated in a financial-aid-eligible Associate Degree or Certificate program.
- I must apply for financial aid each academic year and demonstrate financial need for employment based on federal and state standards. I must check my eligibility for Work Study funds with the Financial Aid Office before submitting this form.
- I can post my resume on College Central Network (CCN) and utilize the system to review/apply for on-campus positions available: [www.collegecentral.com/manchester](http://www.collegecentral.com/manchester).
- I will need log into my MCC student email account regularly to check for announcements about available Work Study positions.
- I must be enrolled for at least six (6) credits while I participate in the Work Study program to avoid penalties.
- I must be making Satisfactory Academic Progress. (Warning and Probation/Waiver students may be eligible.)
- I am not authorized to work more than 17 hours per week while classes are in session.
- I may be required to participate in trainings or informational workshops.
- The Payroll Department may be required to perform a background check on me.

**I understand that Work Study positions are NOT guaranteed for all eligible students.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

	Referrals	Send by (Initials)	Date
1			
2			
3			
4			