



# Financial Aid Office 2019-20 Work Study Application

Complete this form, sign, date and drop off at Financial Aid office, SSC L177 or mail to Manchester Community College, Financial Aid office, Great Path, MS #11, P.O. Box 1046, Manchester, CT 06045-1046 or fax to 860-512-3381. For more information, contact the Financial Aid office at 860-512-3380.

## STUDENT INFORMATION

First Name	MI	Last Name	Banner ID Number
Street Address			
City			State Zip
Phone Number		Email (please print)	
Major			

## WORK INFORMATION

List your past employers beginning with the most current:

Tell us your career goals:

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

- |   |  |
|---|--|
| <input type="checkbox"/> Answer telephones        | <input type="checkbox"/> Filing                |
| <input type="checkbox"/> Computer/word processing | <input type="checkbox"/> Tutoring              |
| <input type="checkbox"/> Keyboarding              | <input type="checkbox"/> Working with children |

Do you speak more than one language?  Yes  No

If yes, specify:

What are 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)  On-campus (department)

Do you have transportation for off-campus jobs?

- Yes  No

What type of work would you like to do?

**COMPLETE BACK SIDE OF THIS FORM.**

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



# Financial Aid Office Work Study Statement of Understanding

Please carefully read this form, sign, date and drop off at Financial Aid office, SSC L177 or mail to Manchester Community College, Financial Aid Office, Great Path, MS #11, P.O. Box 1046, Manchester, CT 06045-1046 or fax to 860-512-3381. For more information, contact the Financial Aid office at 860-512-3380.

**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 use the system to review/apply for on-campus positions available: [www.collegecentral.com/manchester](http://www.collegecentral.com/manchester).
- I will 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 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's Signature

Date

## FOR OFFICE USE ONLY

Date Received \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Reviewed By \_\_\_\_\_

	Referrals:	Send By (Initials)	Date
1			
2			
3			
4			