



# Financial Aid Office 2021-22 Work Study Application

Complete this form, sign, date and drop off at Financial Aid office, SSC L177; mail to Manchester Community College, Financial Aid office, Great Path, MS #11, P.O. Box 1046, Manchester, CT 06045-1046; fax to 860-512-3381; or upload through the portal at <https://cscu.easy-forward.com>. 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			Expected Graduation Date (Semester/Year)	

## 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 contact the Career Services Office.*



# Financial Aid Office Work Study Statement of Understanding

Please carefully read this form and sign and date.

**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 will 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 Shared Services department may be required to perform a background check on me.

I understand that work-study positions are NOT guaranteed for all eligible students. By completing and submitting my application, I authorize the Financial Aid office to release my application information and resume to supervisors hiring students, which may include off-campus agencies/schools. I understand my work-study eligibility may change if I receive resources such as scholarships or if I enroll part-time.

Student's Signature	Date
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## FOR OFFICE USE ONLY

Date Received \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Reviewed By \_\_\_\_\_

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