

Cooperative Education Position Conversion Form

Please complete this form, sign, date and mail to: Julie Greene, Director, Career Services and Cooperative Education, CT State Manchester, Great Path, MS #8, P.O. Box 1046, Manchester, CT 06045-1046 | Email: jgreene@manchestercc.edu | Phone: 860-512-3372 | Fax: 860-512-3371

SITE INFORMATION

Company/Agency/Organization Name			
Mailing Address			
City			State
Zip			
Contact Person Name/Title		Department	
Phone Number	Fax Number	Email	
Supervisor Name/Title		Department	
Phone Number	Fax Number	Email	

STUDENT POSITION CONVERSION INFORMATION

Student Name		Start Date/End Date	
Student Position/Title		Academic Program	
Days Per Week	Hours Per Week	Hourly Wage or Weekly Salary	Benefits
Description of Present Job Responsibilities			
Description of New Job Responsibilities/New Learning/Special Projects:			
Training		Comments	

REQUIRED

Continuing Notice of Nondiscrimination

CT State Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record.

The following person has been designated to handle inquiries regarding the non-discrimination policies: John-Paul Chaisson-Cardenas, Vice President for Diversity, Equity, and Inclusion, CT State Community College, 185 Main Street, New Britain, CT 06051, 860-612-7056 or jp-cardenas@ct.edu. CT State Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.

Continuando con el Aviso Anti-Discriminatorio

CT State Community College no discrimina por motivos de raza, color, religión, credo, edad, sexo, nacionalidad, identidad de género o expresión, origen nacional, estado civil, ascendencia, historial presente o pasada de discapacidad intelectual, discapacidad de aprendizaje o discapacidad física, estatus de veterano, orientación sexual, información genética o antecedentes penales.

La siguiente persona ha sido designada para manejar consultas relacionadas a nuestra póliza anti-discriminatoria: John-Paul Chaisson-Cardenas, Vice President for Diversity, Equity, and Inclusion, CT State Community College, 185 Main Street, New Britain, CT 06051, 860-612-7056 or jp-cardenas@ct.edu. CT State Community College está bajo el plan de Acción Afirmativa / Empleador de Igualdad de Oportunidades y alienta encarecidamente las aplicaciones de mujeres, minorías, personas con discapacidad y veteranos.

Supervisor Signature and Title	Date
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