



Cooperative Education Position Conversion Form

Please complete this form, sign, date and mail to:

Robert A. Henderson, Director of Cooperative Education, Manchester Community College, Great Path, MS #8, P.O. Box 1046, Manchester, CT 06045-1046
Email: rhenderson@manchestercc.edu Phone: 860-512-3312 Fax: 860-512-3371

SITE INFORMATION

Company/Agency/Organization Name			
Mailing Address			
City			State
City			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

Manchester 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: Debra Freund, Chief Diversity Officer, Manchester Community College, Great Path, P. O. Box 1046, Manchester, CT 06045-1046, SSC L277. Manchester 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

Manchester 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: Debra Freund, Directora de Diversidad en Manchester Community College, Great Path, P. O. Box 1046, Manchester, CT 06045-1046; SSC L277. Manchester 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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