Dear Work-Study Recipient,

Thank you for your interest in attending Middlesex Community College during the upcoming academic year. According to our records, your financial aid award contains an allowance for Federal Work-Study. The Federal Work-Study Program provides jobs for undergraduate students with financial need, allowing them to earn money to help pay educational expenses. We would like to take this opportunity to further explain this award and how you may take advantage of its benefits.

To be considered for Federal Work-Study employment, please complete and print the Employment Application (found on the next page of this packet) and return it to Financial Aid Services as soon as possible. Please be as specific as possible regarding your skills and relevant experience. It is also very important to be clear about job preferences, as the sooner you are referred to a particular position, the better chance you will have at being hired. You may attach a résumé, though it is not required.

You may view available positions by accessing your student account on http://my.commnet.edu. For complete instructions on how to access your student account and browse work-study positions, please review the attached instructions towards the end of this packet.

Please feel free to contact Financial Aid Services at 860-343-5741 with any questions or concerns you may have. Thank you.

Sincerely,

Financial Aid Services
Middlesex Community College
Financial Aid Services
Academic Year Federal Work-Study Employment Application
2009-2010

Name___________________________________________________________________

Address_________________________________________________________________
(Street)
________________________________________________________________________
(City/Town)     (State)   (Zip)

BANNER ID @__________________________________________________________

Home Telephone:_____________________ Alternate Telephone:___________________

Email Address: ___________________________________________________________

Major:__________________________

Did you hold a work-study position this past academic year (2008-2009)?  Yes__ No__

If yes, please indicate the office in which you worked:___________________________

If available, would you like to continue this position during 2009-2010? Yes____ No___

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

- Answer Telephones/Customer Service
- Computer Skills/Technical
- Typing
- Clerical/Filing
- Other (Explain)

________________________________________________________________________

________________________________________________________________________

Are you bilingual? □ Yes □ No

If yes, what language(s) do you speak? _______________________________________
What would you consider to be your best assets that you would bring to a position? (Please be specific):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please list in order of preference, your top five choices for potential work-study positions as listed online: (Do not skip this question)

1.________________________________________________________________
2.________________________________________________________________
3.________________________________________________________________
4.________________________________________________________________
5.________________________________________________________________

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE?  □ YES □ NO
If yes, attach a written summary of all criminal convictions and dates thereof. The College will not unlawfully deny employment to applicants who have criminal records and will conform to the requirements of CGS 46a-80. Special Note: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Connecticut General Statutes § 46b-146, 54-76o, or 54-142a. If your criminal records have been erased pursuant to one of these statutes, you may swear under oath that you have never been arrested. Criminal records that may be erased are records pertaining to a finding of delinquency or that a child was a member of a family with service needs (C.G.S. § 46b-146), an adjudication as a youthful offender (C.G.S. § 54-76o), a criminal charge that has been dismissed or nolled, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon (C.G.S. § 54-142a).
Middlesex Community College
Financial Aid

Browse Work-Study positions by logging in to your student account via the following steps:

- Login to [http://my.commnet.edu](http://my.commnet.edu) using your NetID and password (*this password is different from your ED PIN mentioned earlier*). If you have any difficulty logging in, please contact the MxCC Records Office at 860-343-5724.
- Your NetID is your eight-digit student number (e.g. 12345678) that was given to you by Admissions when you first applied to MxCC followed by @student.commnet.edu.
- Your initial password is the first three characters of your birth month (with first letter capitalized), the Ampersand character (&) and the last 4 digits of your Social Security Number. (e.g. Jan&1234). You will be asked to change your password when you first login.

Browse Work-Study positions via the following steps:

- Click on the Student tab
- Click link under Student Self Service
- Click the Financial Aid link
- Click on My Award Information
- Click on Student Employment Information
- Select 2009-2010 Award Year
- In the “Enter Query” box, type the name of the job you would like to view, as listed below:

<table>
<thead>
<tr>
<th>Academic Support Services</th>
<th>Financial Aid Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middletown Adult Education Childcare Assistant</td>
<td>Science Lab Assistant</td>
</tr>
<tr>
<td>Amazing Grace Client Assistant</td>
<td>Computer Lab Assistant</td>
</tr>
<tr>
<td>College Learning Center Assistant</td>
<td>Broadcast Communications Lab Assistant</td>
</tr>
<tr>
<td>Distance Learning Lab Assistant</td>
<td>ODD Lab Assistant</td>
</tr>
<tr>
<td>Institutional Advancement Clerk</td>
<td>Media Services Assistant</td>
</tr>
<tr>
<td>Meriden Center Clerk</td>
<td>Library Aide</td>
</tr>
<tr>
<td>Meriden YMCA Childcare Assistant</td>
<td>Childcare Assistant</td>
</tr>
<tr>
<td>Admissions Clerk</td>
<td>Public Relations Assistant</td>
</tr>
<tr>
<td>Records Clerk</td>
<td>Student Activities Assistant</td>
</tr>
<tr>
<td>Shoreline Soup Kitchens</td>
<td></td>
</tr>
</tbody>
</table>

IMPORTANT: Click on logout when search is complete.