CT STATE COMMUNITY COLLEGE

Financial Aid Office

2025-26 Federal Work-Study Application

Complete this form, sign, date and submit it to the Financial Aid office at your Home Campus. You may drop it off in person, email it, or upload through your MyCTState account. For the contact information of your Home Campus, follow this link: https://ctstate.edu/financial-aid and select "Campus Contacts." Attaching a resume is encouraged, though not required. For assistance with resume development, please contact the Career Services office at your Home Campus.

STUDENT INFORMATION

First Name	MI	Last Name	Banner ID Number

Street Address	City	State	Zip

Phone Number	College Email

Major	Expected Graduation Date (Semester/Year)

EMPLOYMENT INFORMATION

Briefly describe any previous work experience (if applicable)

Please check the boxes that best describe your skills and/or interests. (check all that apply)

- ☐ Phone etiquette
- ☐ Organizational skills
- ☐ Typing / Emailing
- ☐ Customer Service
- ☐ Other (specify)
- ☐ Filing
- ☐ Tutoring (academic subject)
- ☐ Working with children
- ☐ Microsoft Office

Do you speak more than one language?

☐ Yes ☐ No

If yes, specify:

What are your best asset(s) that you would bring to a position. Examples: Attention to Detail, Punctual, etc.

Where would you like to work? Please check all that apply:

- ☐ 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

COMPLETE BACK SIDE OF THIS FORM

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Federal Work-Study Statement of Understanding

Please read, sign, and date.

By signing below, I understand that to be eligible for the work-study program I must comply with the following requirements and expectations:

- I must apply to be admitted at CT State 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 will log into my CT State student email account regularly to check for announcements about available work-study positions.
- I must remain enrolled in at least six credits while I participate in the work-study program.
- I must maintain satisfactory academic progress.
- I will not exceed the maximum number of weekly hours approved by the Financial Aid office.
- I may be required to participate in trainings or informational workshops.
- I will complete the background check process as required.

I understand that Federal 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 Federal Work-Study eligibility may change if I receive resources such as scholarships or if I enroll part-time. If my position is funded through institutional or other financial aid funds outside of Federal Work-Study, the same federal guidelines may apply.

Student Signature	Date

CT State Community College does not discriminate on the basis of age, ancestry, color, national origin, gender identity or expression, genetic information, learning disability, marital status, intellectual disability, physical disability (including but not limited to blindness), present or past history of mental disability, prior criminal record, race, religious creed, sex (including pregnancy and sexual harassment), sexual orientation, retaliation for previously opposed discrimination or coercion, veteran status, members of the CT Civil Air Patrol, victims of domestic violence or any other federal or state protected class in its employment, programs, and activities, unless the provisions of Section 46a-80(b) or 46a-81(b) of the Connecticut General Statutes are controlling or there are bona fide occupational qualifications excluding persons in one of the above protected groups. For information regarding the nondiscrimination, disability, and Title IX policies/procedures, contact: 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.

FOR OFFICE USE ONLY

Date Received _____/_____/_____ Initials _____