

# WORK

2022 Work4College Program Update



SERVE  
LEARN  
EARN

*How a small rural college  
is helping students avoid  
debt through hard work  
& personal responsibility*

*An Exclusive  
Program Of*

**N** **NORTHEAST TEXAS**  
COMMUNITY COLLEGE

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# “Easiest money we’ve ever raised!”

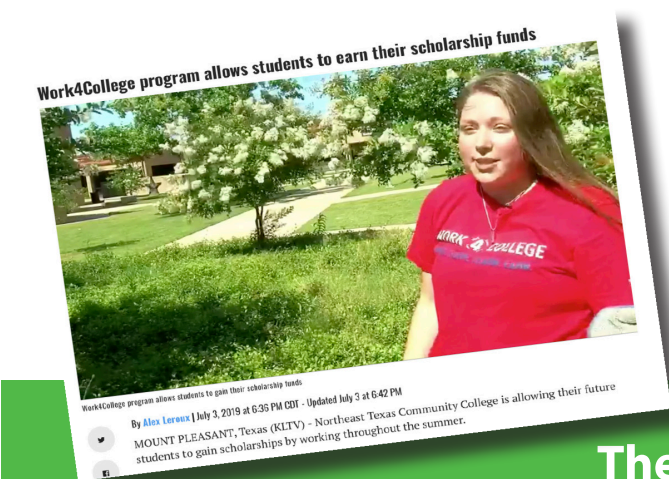


That’s always a good thing to hear your development officer say. Since we started the Work4College Program at Northeast Texas Community College we have raised approximately

## \$3.7 Million.

“Of this, \$2.9 million has gone directly into an endowment allowing us to sustain the program for years to come. This program really has been easier to raise more for than any other program we have ever had.”

- Jon McCullough, Ed.D.  
Executive Vice President for Advancement



The Work4College Program has been featured on a prominent regional TV news outlet.



# “Students just don’t know how to work anymore.”

Have you ever had a donor tell you they would like to see a student do some sort of work or community service to receive their scholarship?

As you know, this is not always possible. However, this is exactly what occurs in the Work4College Program. Donors get to see a return on their investment...& they love it!



Students may get their hands dirty working on the college farm, spend the summer painting, or work outdoors planting flowers, pulling weeds and mowing. Others work in the Student Services Department giving tours, recruiting new students, or even helping students fill out financial aid applications. There are many additional jobs throughout the campus. But all the work has one thing in common—if it was not being done by Work4College students, then it would have to be done by someone else.



# Students Are Really EARNING Their Education!

# \$15/HR

**W**e started the Work4College Program in 2014, never dreaming it would be where it is today. The success of the program has not only benefitted many of our students, but it has also helped change the culture of our college. In addition, this has been one of the most positive programs for community buy-in and has resulted in great PR for the college and the Foundation.

**\$15** an hour. That's how much the students get paid. That is **GOOD** pay for **ANY** student....especially working part time! There is a catch....\$7.50 goes directly into their pockets for spending money. The other \$7.50 goes into an account set aside at our college to be applied toward their tuition and fees once they enroll in classes. This is a built in recruiting tool because students are more likely to take classes if they have already paid for them. And, they can only use the credits at our college.



**We've** had our version of a "Promise Program" in place for more than two decades where local high school graduates can get their tuition covered for up to two years. We have also integrated Upward Bound, and Communities In Schools Programs to help us with recruiting "at-risk" students along with 3 different Title Five Grants (Hispanic Serving Institution) and a hugely successful Summer Success Transition Program. But, the Work4College Program has been the icing on the cake.



# What Is The Work4College Program?



## WORK. SERVE. LEARN. EARN

The **PURPOSE** of the **NTCC Work4College Program** is to help students earn their degree with two goals in mind:

1. To give every student the opportunity to attend college without acquiring debt.
2. To provide a hands-on learning experience in a meaningful work area allowing students to earn while they learn.

## Our Vision:

Our **VISION** is to provide up to 100 meaningful jobs on our campus and an additional 100 **Work4College** opportunities in our community. We also want to help others replicate the program across the state of Texas and beyond. In addition, we envision the Work4College Program moving from a summer-only program to a year-long work experience.

The program has expanded to include up to 20 different learning areas all over campus. Currently, the Work4College Program is in four local school districts providing students with an opportunity to work at the school they attend. This has proven to be a huge success and we plan on expanding this to additional ISD campuses in the near future.

## Our Mission:

The **MISSION** of the **NTCC Work4College Program** is to instill each student with qualities they will rely on for the rest of their lives while also helping them to earn a debt free education. Those positive attributes include a strong work ethic, time management, fiscal responsibility, interpersonal skills, and knowledge of other expectations required of them in the workplace. These are all a part of the student's learning experience in the **NTCC Work4College Program**.

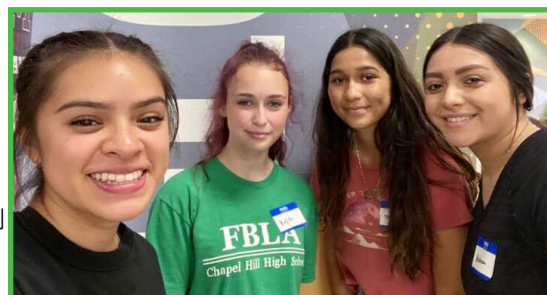
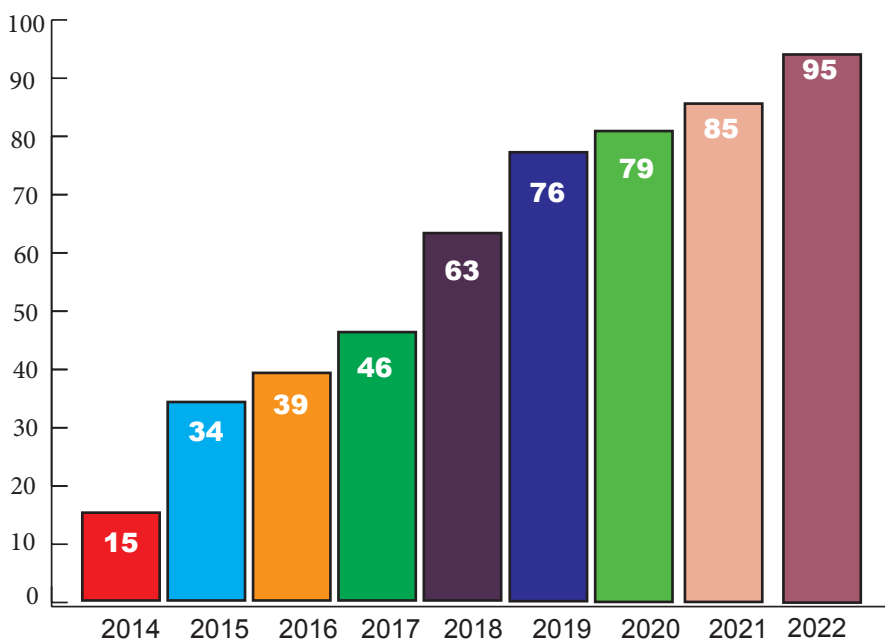
*"The Work4College Program taught me how to be more responsible & prepared me for my first real job."*

*- Taylor Elmore, 2020 & 2021 W4C Student*





# History Of The Work4College Program



- **Total Number of W4C Students: 387**
- **Total College Credit Hours Taken By W4C Students: 16,828**
- **Average Number of Hours Taken By W4C Students: 43**
- **Average GPA of W4C Students: 3.22**



# What Are The Benefits For The College?

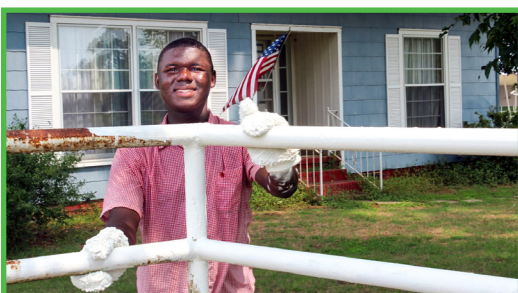
While students are the main focus of the Work4College Program, they aren't the only ones who benefit from it. The college itself also benefits in many ways. Those include:

- **Student Recruiting & Retention**
- **Pre-Paid Future Students**
- **Ability to Track Students**
- **Additional Campus Workforce**
- **Community Connection & Involvement**
- **No Increased Burden to Taxpayers**
- **Fully Funded Through Private Sources**
- **Increases Overall Donations to the College**
- **Provides Employee Benefits**



*“Work4College students have become an important part of our operation during the summer. We rely on their help to complete important maintenance projects.”*

*– Kevin Collins, Plant Services Supervisor*

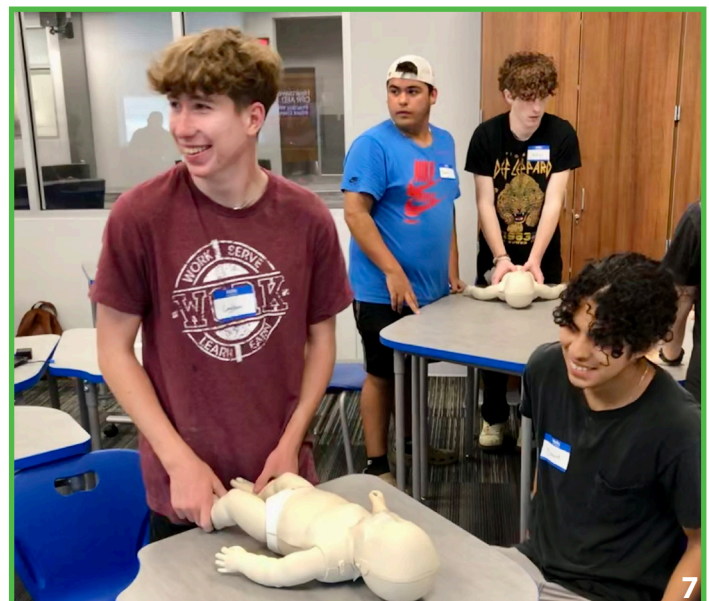




# What Are The Benefits For The Student?

Participating in the Work4College Program can have a big pay off for students - and the reward goes far beyond monetary. The Work4College Program...

- **Provides a Resource to Pay for Dual Credit Classes**
- **Promotes a Strong Work Ethic**
- **Teaches Responsibility**
- **Builds Character and Helps Develop Leadership Skills**
- **Allows Each Student the Opportunity to Serve Their Community**
- **Provides a Hands-On Work Experience**
- **Helps Students Learn the Value of Hard Work, Leadership, and Service**
- **Provides an Opportunity for Students to Complete an Associate's Degree or Receive a Certificate Without Accumulating Debt**
- **Allows Students to Pay Their Own Way & Earn Discretionary Income**
- **Provides a Viable Alternative to Student Loans**
- **Helps Students Obtain Experience for Resumes**
- **Transfers Work Experiences into Successful Academic Engagement**
- **Allows Students the Opportunity to Meet College Faculty and Staff**
- **Helps Students Learn Their Way Around Campus**





# Key Personnel, Program Cost & Funding



Start-up costs may include **STIPENDS** for the following personnel:

**W4C Program Director:** Oversees The Program

**Work Supervisors:** Oversees Daily Work Assignments For Students

**Payroll Coordinator:** Oversees Payroll

**Community Service Coordinator:** Oversees All Community Service

**Mentors:** Third-Year Workers Who Help Supervise Students

**Faculty Member:** Teaches The Leadership Class

## It is Privately Funded...

This is an investment on the part of the individuals and organizations who believe in this concept enough that they have been willing to make it happen. As no state or federal funds are used for the program, there is no burden to taxpayers.

W4C at NTCC has grown each year and therefore, so have the costs. Current and prospective donors are intentionally informed and involved in the program through email updates, information flyers, and an annual donor luncheon. The event allows students to showcase their success and provides an opportunity to increase their circle of friends.





# Work4College Class Curriculum

## Week 1:

- Orientation/Class Syllabus/Expectations
- Working relationships/How to address supervisors/How to get along with your co-workers
- Community Service Projects/ideas

## Week 2:

- Gratitude/Appreciation
- **Letter #1** (first letter to sponsor) Introduction-Who you are, where you are from, thank you...
- Letter content/grammar/how to address envelopes/salutations

## Week 3:

- Career awareness/College majors
- Team building activities/Motivation/Tips for student success
- Scavenger hunt (familiarize them with college programs and locations)

## Week 4:

- Financial Literacy/Check writing/savings/budgeting
- Student loans/Grants/Scholarships
- Effect of loans/Credit card debt
- **Letter #2** (second letter to sponsor) Reminder-who you are-what your work assignment is-what you do there, what you have learned about work-thank you.....

## Week 5:

- Financial Literacy Bootcamp
- Hands on budgeting workshop/activity



*Curriculum Continued  
on Next Page...*



# Work4College Class Curriculum Continued

## Week 6:

- Manners Workshop (from greetings to table top manners)
- **Letter #3** (third letter to sponsor. Includes personal invitation to scholarship luncheon)

## Week 7:

- Cultural awareness workshop
- Civics/Constitution quiz/Importance of voting
- CPR

## Week 8:

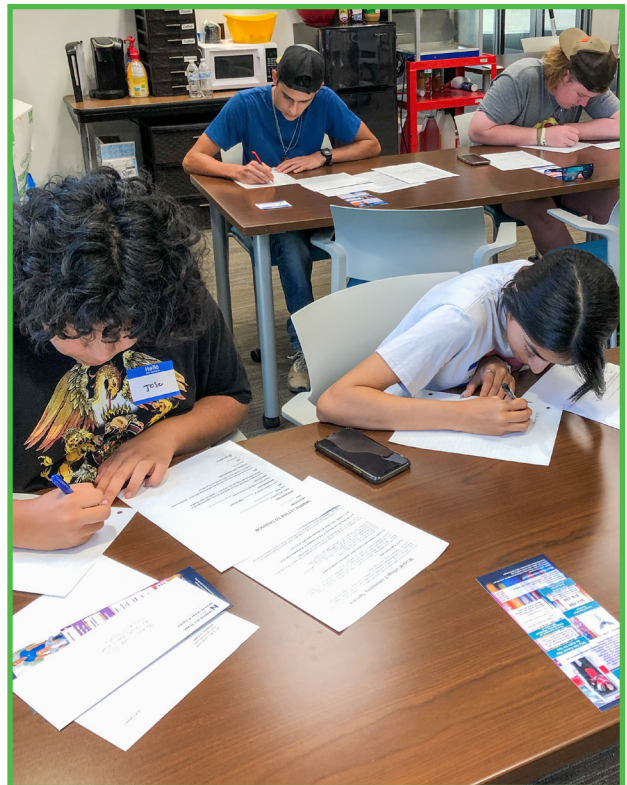
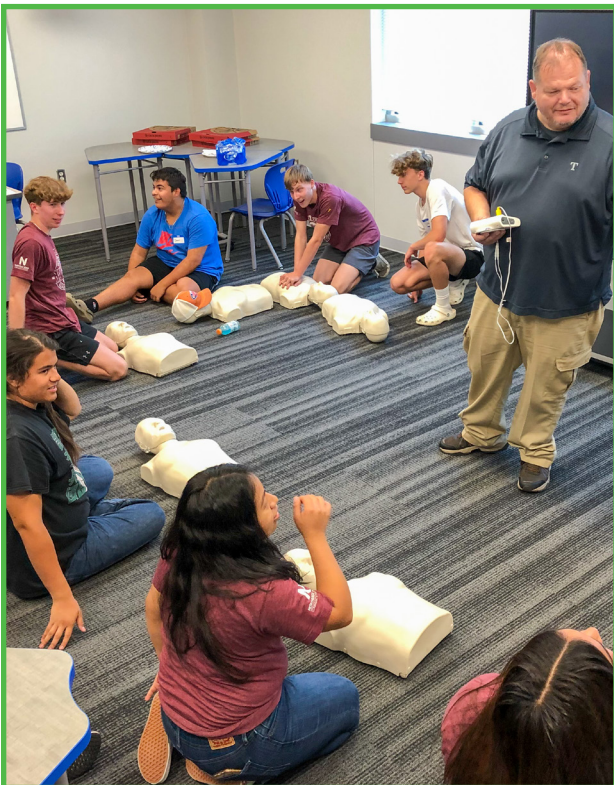
- Resume writing-all students leave with a resume by end of class

## Week 9:

- Scholarship luncheon-Meet the donor

## Week 10:

- Final Evaluations
- One-on-one advising through the week
- Contact cards distributed regarding scholarship information
- Picture taken for "thank you" postcards to sponsors





# FREQUENTLY ASKED QUESTIONS

## When does the program take place?

The program starts the first day of NTCC's summer session one and ends the last day of summer session two. It lasts ten weeks.

## Who can participate in the program?

Any student who will be completing the 10th grade or above before the summer program starts, and plans on attending NTCC in the future.

## Can I be in the program for more than one year?

Yes, the maximum is two years.

## Do I have to be 18 to be in the Work4College Program?

No. If you are under 18, your parents or legal guardian will have to sign your Work4College Program contract. You must have completed at least 10th grade.

## Is this program need-based (do you have to qualify for financial aid to be in program)?

No.

## How much will I make and when do I get paid?

Students earn a total of \$15 per hour. Out of this, \$7.50 goes directly into their pockets. \$7.50 is set aside in an account that will be used to pay toward their tuition, fees, books and/or room and board at NTCC (scholarship credits). The students in the program will get paid every two weeks (pocket money). The remaining funds (scholarship credits) will be applied to their accounts at NTCC.

## How many hours a week can I work?

15 hours a week is the maximum allowed in the program.

## How much can I make over the summer?

If you work every hour possible (15) of every week (10) you will have worked 150 hours. 150 hours times \$15 per hour equals \$2,250. Of this, \$1,125 will be take home pay and \$1,125 will be scholarship credit.

## If I have to miss work for a few hours in one week can I make them up later?

No. We understand there may be very valid reasons for missing work and, it is okay to miss work for excused reasons. However, in this program, there is a 15 hour per week maximum and no missed hours can be made up. No exceptions.

## How does the scholarship credit work?

You earn one credit for every dollar earned in the program. For example, if you make \$1,000 you will have \$1,000 worth of scholarship credits.

## When can I begin using the scholarship credits?

You can use up to 50% of the credits in your first fall semester after completing the program and the remaining funds for following semesters.

## If I am unable to use the scholarship credits can I transfer them to a family member or someone else?

No. These scholarship credits can only be used by the person who earned them and they can only be used toward tuition, fees, and books.

## Can I use this for Dual Credit?

Yes, you can begin using the scholarship credits you earn immediately after the summer you participate in the program.

## Can I use any of these scholarship credits during the summer when I am working?

No. You can begin using your scholarship credits in the first semester you enroll AFTER completing the program.

## Can I use any of my scholarship credits for purchases in the bookstore such as supplies, computers, etc.?

No. The scholarship credits can ONLY be used toward tuition, fees, and books.

*FAQs Continued on Next Page...*



# FREQUENTLY ASKED QUESTIONS CONT...

## Do I have to take the class associated with the program?

Yes. The class is a very important part of the program. The curriculum deals with life-skills. Associated topics include, but are not limited to, the following: orientation, gratitude, letter writing, team building, career assessment, resume building, civics, manners, ethics and morals, financial literacy, college success, etc. There is also a community service component associated with the class. All first-year students must complete 20 hours of community service while in the W4C Program class. The community service coordinator will work with the students on assigned projects.

## When does the class meet?

The class meets once a week from 12:30 to 2:00 (on either Tuesday, Wednesday, or Thursday). You will be assigned a class meeting day based upon the work assignment you are given.

## Do I have to take the class again if I am in the Work4College Program for the 2nd year?

You do not have to take the whole class your second year in the program, but you will have to report to a class three times during the summer (dates to be determined).

## Is the class for college credit, and how much does it cost?

Yes, it is a three hour credit course and the cost is covered with a scholarship for being in the program.

## What happens if I start the summer program and then quit?

You will receive any accrued scholarship credits on your account once you enroll for future NTCC classes (you don't lose any built up credits). However, you will be responsible for dropping the Leadership class you will be enrolled in.

## What happens if I drop the Leadership class?

You cannot drop the Leadership class if you are in the program. However, if you drop out or are removed from the program, you will be responsible for the cost of the class. You can use scholarship credits to cover this cost.

## What are the jobs?

There are many jobs ranging from work on the farm, housing, athletics, maintenance, lab assistants, library, student services, recruiting, automotive shop, etc.

## Is there a dress code at work?

Yes. And, it will be your responsibility to get with your supervisor and make sure you know what that dress code is.

## Am I allowed to have another campus job while participating in the Work4College Program?

No. If you are in the program you cannot work in another job at the college. However, some of our students have other jobs in the community that they may continue to work in as long as their schedule permits.

## Do I get to pick my work assignment?

No, you do not get to pick your work assignment. You will be given a list of all work assignments and asked to pick your top three choices. We try to put you in an area you are interested in, but there are no guarantees.



*FAQs Continued  
on Next Page...*



# FREQUENTLY ASKED QUESTIONS CONT..

## What happens if I have to miss work?

This will be handled on a case-by-case basis. All absences are either excused or unexcused. Your supervisor has the right to dismiss you from the program for any disciplinary reason, including, but not limited to, unexcused absences. We understand many of the students' families will be going on vacation in the summer. You are able to miss work for vacation and/or camps (to a reasonable extent). These absences should be worked out with your supervisor in advance. However, if you do miss work for vacation, camps, etc., this work cannot be made up in future weeks. All students are limited to a maximum of 15 hours per week.

## What if I have issues with transportation?

Transportation, in this program, along with in any job you have in the future, is your responsibility. However, if you are having to drive from a long distance you may be able to work out a flexible schedule with your supervisor. For example, if you drive to campus from Winnsboro, instead of driving four days a week and working half day shifts, you may be able to schedule it where you drive here two days a week and work full day shifts. This is just one example and in this case, as an any other situation, it will be up to each individual supervisor and should be settled before you start the program.

## Is it possible to be fired or removed from the program?

Yes. Although you will be in a class and you will be learning a lot, this is not school. This is a job. Just like any job, you can be fired for many different reasons. These include, but are not limited to, the following: lack of attendance, poor attitude, failure to follow instructions, causing problems, etc. However, the intent of this program is to teach you how to work so none of these would ever become issues.

## What if I accumulate scholarship credit but do not attend NTCC?

This program is not for you if you do not plan to attend NTCC in the future. If you do not attend NTCC within two years of completing the Work4College Program, or two years after your high school graduation date (whichever comes last) you lose all remaining scholarship credits. For example, if you completed the program in the summer of 2020, then you have until the fall of 2022 to use your scholarship credits.

## Can I transfer this scholarship to a university after I finish at NTCC?

If you have completed two years in the W4C Program before graduating high school and you have also completed your Associates degree at NTCC, any remaining scholarship credits left on your account may be transferred to a university you are attending. Please see the Director of the W4C Program for a W4C University Transfer Application (ex: In order to qualify, you would need to be enrolled in and complete the W4C Program after both your sophomore and junior year in high school. You must also complete your Associate's Degree at NTCC and enroll in a university the following semester—all remaining credits at this time will be transferred to your account at the university).

## Where does the money come from to pay for this program?

This is a privately funded program. Individuals and businesses in the local community, along with private foundations, provide the funds to the NTCC Foundation to support the NTCC Work4College Program.

## When can I apply?

Applications are available online beginning December 1 and are due on April 15.

## How are the applicants for the program chosen?

This is a competitive scholarship and is awarded based on a 50-point scoring system. An applicant receives 10 points for their transcript (regardless of grades), 10 points for a reference letter, and up to 30 points for an essay. The transcript and the reference letter points are automatic. You are awarded 20 points just for showing that you can follow instructions. The essay is the most important part. You can receive up to 30 points on the essay. Each essay is scored by three volunteer readers from the community. Scores are then tabulated and all applicants receive an award or regret letter by May 1st from the Work4College Program Director.

## Do I have to apply again if I was in the program last year?

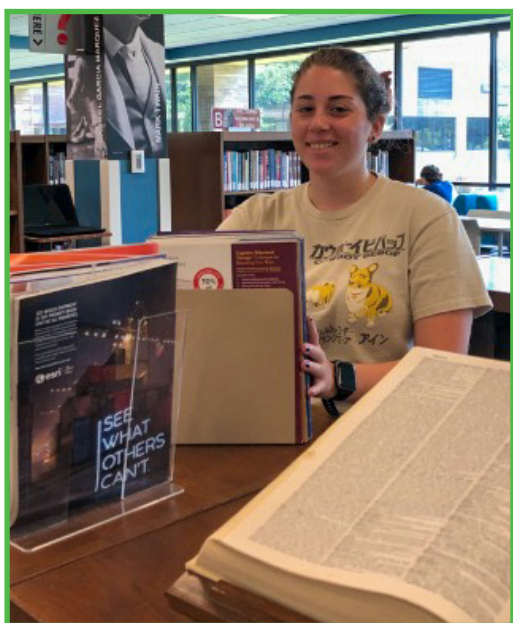
Yes.

## What if I have more questions?

Contact the Work4College Program Director, Mason May, by email [mmay@ntcc.edu](mailto:mmay@ntcc.edu) or call 903.434.8246



# Work4College Student Story



Meet Peyton Easley! Peyton is a second year W4C Student at NTCC. Peyton started the W4C Program in the summer of 2020 working in the college's Student Services Department where she answered phones, scanned documents, and gave potential students tours of the campus. This summer, Peyton worked as a Library Technician. She was responsible for inventorying all existing magazines and newspapers and checking-in all new additions to the library getting them ready for NTCC students.

Peyton was recently promoted as the new Cafeteria Manager at Rivercrest ISD. Her duties there include working the cash register, writing out production logs, cooking meals and cleaning the kitchen. As far as handling both jobs, Peyton said, "When I told my Work4College supervisor that I was trying to figure out how to do both jobs, she sat down with me, and we were able to work out a schedule that fit both our needs."

On top of working two jobs this fall, Peyton is also a full-time student working toward a degree in Business Administration. Lastly, she stated, "This program has been a saving grace for me and my family over the last two years. It has helped me save a lot of money and it provides a great opportunity to gain real life work experience and meet new people across campus who you see throughout the semester."



# Work4College Student Story

## Two Jobs, One Dream

### Hailee Pingitore

W4C Student Hailee Pingitore works three jobs - but she has a hopeful eye on the future. When she is not answering phone calls in Student Services at NTCC, she works as a cashier at Brookshire's in Mt. Vernon and as an intern at First Baptist in Pittsburg. While she did



admit that juggling three jobs, a college class, and a personal life has been a challenge, she knows that it will all pay off in the end. "[In] the family that I come from, I've seen a lot of struggle and I know that I don't want that for my future or my future children or family, that is the reason that I am willing to work so hard," Pingitore said. Pingitore has learned a lot of customer service skills from her Work4College job that has helped her manage customers at Brookshire's. Pingitore said that working in the Student Services department has helped prepare her for her future enrollment at NTCC by helping other students with their own enrollment. She has also become familiar with the campus and its staff, which has helped her feel more comfortable in her first college environment.

### Joelle Weatherford

In addition to being a mother of four cats, and one human to arrive in early December, W4C student Joelle Weatherford works two jobs and manages her own bills to support her family. "I need to save up a lot of money for my unborn child," Weatherford said. Weatherford works for The Eagle newspaper and Lagniappe magazine during the Work4College program, and as a cook at Los Pinos Winery in Pittsburg. Weatherford said she highly recommends the program and, in fact, already has, to a Brookshire's employee who was loading her groceries into her car. Her two jobs are completely different, but she said it keeps her on her toes. "It's just a really great way to make money for college and get acquainted with the campus," she said. "It's not really that hard because my schedules work out so well. The W4C Program will work around your other job's schedule."



Like so many other community college students, many of the Work4College students work other jobs during the summer, in addition to attending class! With this type of work ethic, and willingness to sacrifice it shows there really is hope for our future. If you know someone who would be interested in the Work4College Program and will be willing to work to earn their education, please contact Mason May at [mmay@ntcc.edu](mailto:mmay@ntcc.edu) or 903.434.8246.





**SAMPLE  
DOCUMENTS**



# Student Acceptance E-Mail

Dear \_\_\_\_\_,

Congratulations! I am pleased to inform you that you have been chosen to be a part of the Work4College Program at Northeast Texas Community College (NTCC) for the summer of \_\_\_\_! See the attached PDF checklist for your next steps.

Please know that you are not in the program until I receive a reply to this e-mail officially accepting this offer. If you choose not to be in the program, let me know as soon as possible so I can offer your spot to another student. If you choose to be in the program, please include which night you will be attending orientation in your acceptance e-mail.

Once again, congratulations! I look forward to having you in the program.

If you have any questions, please feel free to give me a call at \_\_\_\_\_ or email me at \_\_\_\_\_.

Sincerely,

# Student Regret E-Mail

Dear \_\_\_\_\_,

Thank you for applying to the Work4College Program at Northeast Texas Community College. The committee was thoroughly impressed with the level of leadership, involvement, and service all the applications included. The Work4College Application Review Committee has reviewed over 100 applications. While your application was strongly considered, we regret to inform you that your application was not selected.

However, we do want to let you know that we have placed your name on the waiting list and if a position does become available, we will be back in contact with you.

We truly appreciate you applying to the Work4College Program. Best wishes as you continue working towards your educational goals.

Sincerely,



# Student Acceptance PDF Checklist

## Work4College Acceptance Checklist:

**Accept or Deny the Scholarship:**  
Please send me an e-mail as soon as possible stating whether you accept or decline the offer to be a part of the Work4College Program. My e-mail is [mmay@ntcc.edu](mailto:mmay@ntcc.edu).

**Apply to Northeast Texas Community College:**  
To be in the Work4College program you must apply to NTCC. If you have never enrolled for classes at NTCC you may do so by going to [www.ntcc.edu](http://www.ntcc.edu) and clicking on the APPLY NOW button. You will be applying for the \_\_\_\_\_ term.

\*Please apply to NTCC BEFORE your orientation date.\*

**Attend Orientation:**  
To participate in the Work4College Program this summer, you **MUST** attend an orientation at the Student Union Building (SUB) on the campus of NTCC. To make it more convenient, you can choose between two days either Tuesday, May 17 or Wednesday, May 18 at 6 p.m.

### **YOU MUST BRING THE FOLLOWING TO ORIENTATION:**

- The original document of a picture ID (Driver's License, school ID or Texas ID)
- The original document of one of the following - Social Security Card, Birth Certificate, or a Passport

### **Please take the following information into consideration:**

- You will be enrolled in a Leadership course. This is a very important part of the Program. The class will meet one day a week. According to your work assignment, you will be placed in a class from 12:30 to 2:00—No exceptions. There is no cost to this class. It is paid for through a scholarship and it is 3 hours of college credit. If you are wanting to take another class, you will need to schedule accordingly.
- You can work up to a maximum of 15 hours per week. The program last 10 weeks (June 6th- August 12th)
- All job assignments will be made after orientation.
- You are responsible for working your schedule out with your supervisor. Ex: If you are enrolled in another class at NTCC in the mornings you will work an afternoon shift (and vice-versa).
- If you do have to have an additional job elsewhere, it will need to be a night or weekend job (possibly late afternoon). Your Work4College assignment will be during the day.
- You will receive a W-2 for your work in the program.
- You will earn a dollar of scholarship credit for every dollar of spending money (100 % match). This credit can only be used at NTCC. **If you are not planning on attending NTCC this program is not right for you.** All scholarship credits must be used within two years of completing the program or two years after high school graduation or they will be lost.

# WORK COLLEGE

Northeast Texas Community College

## Student Orientation Checklist

- \_\_\_\_\_ **Rules & Regulations**
- \_\_\_\_\_ **Preference Sheet**
- \_\_\_\_\_ **Pledge of Confidentiality**
- \_\_\_\_\_ **W-4**
- \_\_\_\_\_ **I-9 and Documentation (DL/ SS/ Passport/ etc.)**
- \_\_\_\_\_ **Employee Information Sheet**
- \_\_\_\_\_ **U.S. Department of Education Race/ Ethnicity Declaration**
- \_\_\_\_\_ **Payroll Dates**
- \_\_\_\_\_ **Direct Deposit Form**
- \_\_\_\_\_ **One Login QR Code**
- \_\_\_\_\_ **How to open a Herring Bank Account**
- \_\_\_\_\_ **How to get an NTCC Parking Pass**
- \_\_\_\_\_ **Student Worker Contract**



# WORK COLLEGE

Northeast Texas Community College

## NTCC W4C Program Student Contract 2022

Name (Student) \_\_\_\_\_

Address \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**If Under 18 Years of Age:**

Parent Name (for students under 18) \_\_\_\_\_

Parent Signature (for students under 18) \_\_\_\_\_

Parent cell \_\_\_\_\_ Email \_\_\_\_\_

**Please read and initial the following:**

- \_\_\_\_ I can be removed from the program for disciplinary reasons, including lack of attendance
- \_\_\_\_ I understand that if I do not attend college within two years of completing the program, or two years after high school graduation (whichever comes last), I lose any and all scholarship credits
- \_\_\_\_ I understand how the pay structure works, \$7.50 per hour take home pay matched with \$7.50 per hour scholarship credits
- \_\_\_\_ I understand I can work a maximum of 15 hours per week and cannot make up any missed hours
- \_\_\_\_ I understand scholarship credits can only be used at NTCC and can only be used toward my tuition, fees, and books and/or room and board at NTCC.
- \_\_\_\_ I will clock in and out on the computer by logging in to my portal under "staff" tab
- \_\_\_\_ I understand all pay will be Direct Deposit, there are no checks distributed
- \_\_\_\_ I have been read, understand, and agree to all the rules and regulations provided in the Work4College @NTCC Contract Information that I received at orientation

Student Signature \_\_\_\_\_

Work4College Program Director \_\_\_\_\_

Date: \_\_\_\_\_

## Work Assignment Preference Sheet

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Student Name

Please select your top three choices and write the number in the line provided. One would be your most preferred location and 3 would be your least.

- \_\_\_\_\_ Agriculture Farm
- \_\_\_\_\_ Lawn and Building Maintenance & Construction
- \_\_\_\_\_ IT (Computer Services)
- \_\_\_\_\_ Student Services
- \_\_\_\_\_ Athletics
- \_\_\_\_\_ Automotive
- \_\_\_\_\_ Library
- \_\_\_\_\_ Other (Continuing Ed., Health Sciences, labs, etc.)

Please list any allergies or other conditions that may affect your work environment:

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**\*Please note: there are no guarantees. This does, however, help with the placing process.\***





## *Have Questions?*

**Mason May**

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