

APPLICATION FORM

Before submitting your application, be sure you meet minimum eligibility requirements for the co-op program.

Directions: (1) Complete the *Application Form*, Section A, below in blue/black ink or typed; (2) follow instructions in Section B to complete your co-op file; and (3) schedule a time to meet with Ann Coleman, Calhoun Community College Co-op Coordinator (phone number and email address are below).

SECTION A

Current Date:

Name:

Phone #s (Home & Cell):

(Be sure to check messages often.)

Email address:

(Be sure to check messages often.)

Address:

Route/P.O./Street Address

City

State

ZIP

Field of Study:

- Aerospace Technology
- Business or Accounting
- Computer Science
- Design Drafting
- HVAC

- Industrial Maintenance
- Machine Tool Technology
- Pre-engineering
- Process Technology
- Other _____

SECTION B

To complete your co-op file:

1. Resume. Complete a resume and send to Mrs. Coleman by email attachment (email address is below) prior to your meeting. There are resume writing recommendations and sample resumes on the co-op website.
2. Instructor Recommendation Form. Sign the form and submit to your instructor (An instructor in your major field of study is preferred.). Your instructor will send the form to the Co-op Coordinator. The instructor can either scan the form and send as an email attachment or send it through Campus Mail.
3. Transcript Release Form. Sign and bring with you when you meet with Mrs. Coleman.
4. Application Form. Bring this sheet with you when you meet with Mrs. Coleman.

Ann Coleman, Coordinator, Cooperative Education
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