



## **CO-OP PROGRAM STUDENT APPLICATION**

### **SECTION 1**

Student Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Permanent Address:  
\_\_\_\_\_

Permanent Phone \_\_\_\_\_

School Address: \_\_\_\_\_

Local Phone: \_\_\_\_\_

### **Academic Data**

Major \_\_\_\_\_

Number of Credits Completed: \_\_\_\_\_ GPA \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

Current Class Year: \_\_\_\_\_

Number of Semesters enrolled at the University of New Haven: \_\_\_\_\_

### **Please include with your application form:**

- Personal Resume
- 1 Letter of Recommendation from the University of New Haven faculty
- Completed Co-op Goals and Skills Form on next page
- Type written responses to the questions in Section 3 of application. Please attach your answers to the application form

## **SECTION 2**

### **Co-op Goals and Skills Self-Assessment**

#### **General Goals**

Prioritize the goals you hope to accomplish by participating in this Co-operative Education Program. (1=Most important, 6=Least Important)

- To Obtain Career/Major Related Work Experience
- To explore this career field
- To earn Money
- To network with potential employers
- To build on experiences and to specialize in a specific area
- To build working a working relationship with the chosen department

#### **Skills Development**

The following are general skills areas and characteristics viewed as important in almost all professional work environments. Place a check next to 4 that you hope to enhance.

- |   |  |
|---|--|
| <input type="checkbox"/> Communication                    | <input type="checkbox"/> Ability to accept criticism |
| <input type="checkbox"/> Problem Solving/Management       | <input type="checkbox"/> Motivation                  |
| <input type="checkbox"/> Leadership Skills                | <input type="checkbox"/> Self-Confidence             |
| <input type="checkbox"/> Teamwork                         | <input type="checkbox"/> Enthusiasm                  |
| <input type="checkbox"/> Time Management                  | <input type="checkbox"/> Attention to Detail         |
| <input type="checkbox"/> Organizational Skills            | <input type="checkbox"/> Balancing Work and Life     |
| <input type="checkbox"/> Technological Skills             | <input type="checkbox"/> Open-Mindedness             |
| <input type="checkbox"/> Working in a Diverse Environment |  |

#### **Measurable Goals**

List 3 different measurable learning outcomes you hope to accomplish in this program. (For Example: By the end of this program, I will be able to comfortably conduct an interview and portray my acquired knowledge and skills in a professional setting.)

- 1.
- 2.
- 3.

## **SECTION 3**

### **Co-op Program Application Questions**

1. Why are you interested in working in the Co-operative Work/Education Program at the University of New Haven?
2. What qualifications and/or experiences do you have that would make you an acceptable candidate for this Program? (i.e. work experiences, volunteer work, computer skills, etc.)
3. What personal qualities do you possess that would be an asset to this program?
4. How would working in this program relate to your future goals/plans?

ATTACH ANSWERS TO THE APPLICATION.

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SIGNATURE

DATE

By signing this application, I am certifying that the information is accurate.

RETURN COMPLETED APPLICATION TO:

Martin O'Connor, M.Div, J.D.  
South Campus Hall 205  
Or email: [MOConnor@newhaven.edu](mailto:MOConnor@newhaven.edu)

William Carbone, MPA  
South Campus Hall 106  
[WCarbone@newhaven.edu](mailto:WCarbone@newhaven.edu)