Thank you for considering a program in nursing at Mount Wachusett Community College.

This information packet explains the admissions process, as well as the entrance requirements for the A.S. Nursing Degree. Please read this information carefully. Those who complete the A.S. Nursing Degree become eligible to take the NCLEX-RN Exam for licensure as a Registered Nurse. Concurrent applications to other healthcare programs are prohibited.

Admission to this program is competitive and seats are limited. Therefore, everyone who applies may not be admitted to the program. Files must be complete by application deadline in order to be eligible for review by the Admissions Committee.

INFORMATION SESSIONS
The Nursing Department offers monthly information sessions that will include program information, the admission process, and financial aid information.

Attendance at one information session is strongly suggested. Transcript reviews are not conducted at these sessions.

Please call (978) 630-9284 for more information.

HOW TO APPLY:
Applicants must submit the following to the Admissions Office:

- A completed college application accompanied by the $10.00 application fee.
- **Test of Essential Academic Skills (TEAS):** Beginning with the 2009 academic year MWCC has made the TEAS test a requirement for admission to the Associate Degree in Nursing and Practical Nursing Certificate programs. MWCC strongly recommends that applicants complete program pre-and co-requisite courses especially English Composition I, Math and a four-credit lab science before taking the TEAS Test to enhance their knowledge base. The cost is $45.00.
- **REQUIRED BY ALL APPLICANTS:** Verification of completion of high school or equivalency (see the college catalog for acceptable documentation). Current high school students must submit a high school transcript. Education completed outside of the U.S. must be officially translated/evaluated for high school equivalency and these documents must be received from the evaluating firm which may be found at www.naces.org. Documentation in an official sealed envelope or actual diploma/certificate may be hand delivered to the admissions office.
- Official college transcripts (if applicable). Transfer credits for education completed outside of the U.S. must be evaluated for equivalency. Documents must be received directly from the college or evaluating firm or may be hand delivered in an official sealed envelope. Evaluating agencies can be found at www.naces.org.
- **NOTE:** Transfer credits must be completed at an accredited college and official transcripts should be received 45 days prior to deadline for processing. Photocopies will not be reviewed or accepted. Transcripts that have not been processed for transfer credits will not be used in the ranking process. Please contact Glenn Roberts, Director of Enrollment Services, at (978) 630-9237 for further information.
- Complete the Nursing Application Packet
- Documentation demonstrating that all minimum requirements for consideration have been met (refer to page 2).
- Students whose native language is not English and those who have not completed Grades K - 12 in the U.S. must demonstrate English proficiency by having completed ENG101 with a grade of C+ or higher, or have completed a bachelor’s degree from an accredited U.S. college or university, or score 213 on the computerized version or 550 on the paper vision of the Test of English as a Foreign Language (TOEFL).
- Letters of recommendation are not required.

APPLICATION DEADLINES:
A.S. Nursing Degree (Fall Entrance) .....................January 15, 2011
A.S. NURSING DEGREE  Day and Evening Program. Classes begin in September.

Requirements for Consideration

General Applicants:
Applicants must have completed the following at time of application:

1. One college math course completed at an accredited college equal to MAT126 or higher with a C+ or greater or placement of MAT163 or higher (placement 65 or greater in College Math)
2. One 4-credit Lab Science completed at an accredited college with a grade of C+ or greater. High school courses can be considered if completed within the past 5 years.
3. The ability to enter college-level coursework in English. English competency may be demonstrated through college coursework or placement of ENG101 (placement of 5 or greater on the Writing Sample and 69 or greater in Reading).
4. Students whose native language is not English and those who have not completed grades K - 12 in the U.S. must demonstrate English proficiency by having completed ENG101 with a grade of C+ or higher, or have completed a bachelor’s degree from an accredited US college or university, or score 213 on the computerized version or 550 on the paper version of the Test of English as a Foreign Language (TOEFL).
5. Applicants are strongly encouraged to complete all non-nursing pre and co-requisite coursework prior to applying to the program due to the competitive admission requirements of the program.

Current High School Applicants:
Applicants must have completed the following at time of application:

1. Completion of two lab science courses. College-Prep courses must be completed with a grade of 87% or greater. Honors and Advanced Placement level courses will be considered with a grade of 77% or greater. If the course level is not clearly stated on your transcript, please submit a letter from your guidance counselor verifying course level.
2. Demonstrated competency in math, reading and English. You must schedule and complete college placement testing prior to the application deadline. Schedule your appointment at the testing center at 978-630-9244. Applicants must be able to demonstrate a competency of: 65 or greater in College Math; 69 or greater in Reading; 5 or greater on the Writing Sample.

Notice to ALL applicants: Science courses older than 5 years are not accepted toward ranking.

Readmission or Transfer Applicants:
Applicants must meet all requirements of General Applicants (listed above) and submit all documentation required of new applicants listed on page 1-How to Apply.

1. Must have completed nursing coursework with grade of C+ or greater. If not completed, applicants must apply as a general applicants.
2. Readmit applicants will be accepted for readmission once.
3. Transfer applicants must submit official transcripts and course descriptions for nursing coursework completed. Courses must have been completed at an accredited college and transcripts must be received 60 days prior to application deadline.

Your request will be reviewed and you will be notified by mail of the decision approximately 45 days following the application deadline.

Each applicant must submit all required information listed on page 1 of this application. Courses in progress at time of application deadline will not be considered as meeting these requirements.

Special Program Requirements

Please note that the following information must be received before courses begin:

1. Health examination conducted within the past two years by a licensed health care provider.
2. Proof of current immunizations (DPT, MMR, Varicella, Hepatitis B series with follow-up TITRE and TB screening) must be provided to the Health Office. Contact the health office, ext. 136 for more information.
3. Liability Insurance of $1,000,000/$3,000,000 coverage is required. Students will be covered under the college’s liability insurance policy, which will be billed through student fees.
4. All nursing students must participate in the Massachusetts Community College Health Insurance or provide accurate information regarding comparable coverage.
5. Completion of CORI/SORI form
6. CPR Certification (Professional Rescuer, Health Care Provider) is required. CPR certification will be offered prior to the start of classes for a fee. This is good for 2 years and at the proper level of certification. A certificate of completion must be presented to the Health Sciences Department prior to entry into nursing courses.
7. Students are required to travel off-campus to reach clinical sites. No special consideration is given for clinical placements. All students are required to complete clinical rotations in Worcester and Groton with no exceptions.
8. Please note that the above information must be received before registering for nursing classes.
Questions & Answers

Upon graduation from this program students shall have demonstrated the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Stand for a minimum of two hours.
5. Walk for a minimum of six hours, not necessarily consecutively.
6. Stoop, bend, and twist for a minimum of 30 minutes at a time and be able to repeat this activity at frequent intervals.
7. Lift a 40-pound person or assist with a larger person and transfer the person from one location to another.
9. Use the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on machinery.
10. Respond to spoken words, monitor signals, call bells, and vital sign assessment equipment.
11. Identify behaviors that would endanger a person’s life or safety and intervene quickly in a crisis situation with an appropriate solution.
12. Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
13. Exhibit social skills appropriate to professional interactions.
14. Maintain cleanliness and personal grooming consistent with close personal contact.
15. Function without causing harm to self or others if under the influence of prescription or over-the-counter medications.

Students are expected to meet the technical standards for enrollment in college programs. In some cases, assessment and developmental courses may help students meet these standards. Technical standards must be met with or without accommodations. The college complies with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will make a reasonable accommodation for an applicant with a disability who is otherwise qualified.

Program Competencies

Upon graduation from this program students shall have demonstrated the ability to:

1. Provide nursing care through independent and collaborative application of the nursing process.
2. Utilize caring interventions when providing nursing care to a diverse population across the lifespan.
3. Manage the delivery of nursing care to groups of clients.
4. Communicate accurately and effectively by oral, written, and/or electronic means.
5. Utilize therapeutic skill in all aspects of nursing practice.
6. Implement a teaching plan based on the learning needs of the client and/or significant others.
7. Advocate for the rights of clients.
8. Function within the ethical and legal framework of Associate Degree Nursing.

Accreditation

The A.S. Nursing Degree (RN) and Practical Nursing Certificate (PN) Programs are approved by the Massachusetts Board of Nursing. The A.S. Nursing Degree (RN) Program is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York, NY, 10006, Phone (212) 363-5555, Ext. 153. Upon completion of the A.S. Nursing Degree (RN) program, graduates take the National Council Licensure Exam for Registered Nurse (NCLEX-RN).

Family Education Rights and Privacy Act of 1974

As in any healthcare environment, students in the Nursing Program may have risks of exposure to infectious diseases. The Nursing Program adheres to all state and federal regulations to reduce the risk of health care associated infections.

Individuals who disclose the presence of bloodborne infectious diseases will be shown the same consideration as non-infected individuals and will be offered reasonable accommodation. Information regarding health status of an individual is considered confidential, and protected by the Family Education Rights and Privacy Act of 1974.

Questions & Answers

How do I make an appointment to complete my placement testing?

Once you have submitted a college application with your $10.00 application fee, you may contact the College Success Center to schedule a time to complete your placement testing by calling (978) 630-9244. Placement testing is available both day and evening. If you have completed placement testing in the past two years, these scores can be used if they meet the program requirements. An additional fee of $10.00 will be charged for those individuals who request to retest.

If I do not meet both the math and science requirements by deadline, will my file be reviewed?

No, unfortunately your file will not go to committee. Only those applications displaying both the math and science requirements at time of deadline will be reviewed (see minimum requirements for consideration).

(continued on back page)
QUESTIONS & ANSWERS (continued)

I haven’t completed the coursework needed to apply to the nursing program yet. Can I still come to MWCC?

Yes! Students are encouraged to enter the college as a “General Studies-Allied Health Student (GSAH)” student. With this major, you will be identified as a potential nursing applicant and will be assigned an advisor that will assist you in establishing an educational plan. As a GSAH student, you may complete any of your non-nursing courses (e.g., English, mathematics, sciences, psychology, etc.) then apply to the program when you met the requirements for consideration.

Can I speak with an advisor about the Nursing Program?

Yes, you may attend a nursing information session and meet with a representative from the Nursing and Admissions departments. Please call (978) 630-9284 and reserve a seat!

How is my file evaluated?

Our nursing class is selected from a pool of applicants who have displayed the minimum academic requirements for admission to the program. Space is limited and not all applicants are accepted. Applications will be reviewed and candidates will be notified of the admissions decision by mail approximately 60 days after the deadline. The process is competitive and your file will be ranked using the following criteria:

- All students must have completed a HS Diploma or GED. Students, who have completed secondary school outside the US, must have their records evaluated by a recognized credential agency. Please refer to www.cedevaluations.com for more information.
- TEAS Results.
  - Math: Students must demonstrate the minimum ability to enter an English Composition I course or score 5 or better on Writeplacer and 68 or better on Sentence Skills College Placement Tests.
  - English: Students must demonstrate the minimum ability to enter an English Composition I course or score 5 or better on Writeplacer and 68 or better on Sentence Skills College Placement Tests.
  - An applicant's academic standing (overall GPA, grades in specific courses) is the main determinant for evaluation.
  - A positive finding may prevent an applicant from successfully completing the nursing program and may prohibit them from taking the NCLEX-RN.

If I am not accepted this year, will I automatically be accepted next year?

No, you are not guaranteed acceptance. All applicants must reapply.

Is there a pre-admission entrance examination?

Yes. Mount Wachusett Community College requires students to complete the TEAS (Test of Essential Academic Skills). For more information or to schedule testing, please contact the College Testing Services office at (978) 630-9244.

Can I work and attend classes full-time?

Nursing and science coursework is complex and requires a personal commitment. Part-time employment may be appropriate, but will need to be flexible in order to accommodate school requirements. Students are encouraged to balance their employment and school responsibilities.

Where do I attend a clinical setting or placement, and how do I get there?

Nursing students are responsible for their own transportation to clinical sites which include health care agencies in such areas as Worcester, Leominster, Fitchburg, Ayer, Baldwinville, Athol, Gardner, and Groton.

If I am not accepted into the A.S. Nursing Degree program, will my application automatically be considered for the Practical Nursing Certificate program?

No. If you would like your application considered for the Practical Nursing Certificate program, you must complete the program application for that major.

Can I transfer to a four-year school and earn a Bachelor’s Degree?

Yes. Mount Wachusett Community College has articulation agreements for transfer of credits with a number of accredited colleges and universities. You may schedule an appointment with the transfer advisor, Limari Rivera at (978) 630-9197.

Can I apply for Financial Aid?

Yes. Inquire at the Financial Aid Office, (978) 630-9169. We encourage all applicants to apply for Financial Aid.

Additionally, what must I know?

- It is up to the applicant to read the Technical Standards. It is the applicants responsibility to discuss any accommodation that he/she may need by contacting the Counselor for Students with Disabilities at 978-630-9120.
- The applicant is responsible for ensuring that the application file is complete and that all items are received by the deadlines. Late submissions will be accepted, but the student's file will be evaluated only if space becomes available in the program.
- The applicant must read the statement on the inside cover of the nursing application packet regarding the CORI Policies. Nursing students are required to complete this form. A positive finding may prevent an applicant from successfully completing the nursing program and may prohibit them from taking the NCLEX-RN.

In compliance with the Clery Act (20 U.S.C. 1092(a) and (f), all prospective students are entitled to review the MWCC Annual Security Report. This report may be accessed online at www.mwcc.mass.edu or by request through the Office of Admissions.

Mount Wachusett Community College seeks to provide equal educational and employment opportunities and does not discriminate on the basis of race, color, religious creed, age, physical or mental disability, sex, national origin or ancestry, marital status, sexual orientation, genetic information or veteran status.
A.S. Nursing Degree (NU) (selective - day and evening)

Registered nurses (RNs) work to promote health, prevent disease, and help clients cope with illness. They are advocates and health educators for clients, families, and communities. MWCC Nursing graduates have historically achieved a high passing rate on the National Council Licensure Exam for Registered Nurses (NCLEX-RN) and have been successful in obtaining employment. The program is approved by the Massachusetts Board of Nursing and accredited by the National League for Nursing Accrediting Commission: NLNAC; Peachtree Lane, Atlanta, GA; (800) 669-1656, ext. 153; www.nlnac.org.

Helpful hints: Because of an extensive classroom/clinical commitment, students are encouraged to complete the general education requirements prior to beginning nursing courses.

Transfer options: Joint Admissions agreements exist with Framingham State College, UMASS Lowell, and Worcester State College; and transfer agreements exist with Franklin University and Drexel University. Anna Maria College, Emmanuel College, Fitchburg State College, Regis, St. Joseph’s (ME), and UMASS Amherst. Students should obtain information on the program into which they wish to transfer to ensure that their MWCC courses will be accepted as transfer credit.

Application deadlines: The application deadline is Jan. 15, 2011. This selective Enrollment program requires additional Application components, the process is competitive, and space is limited.

Special requirements: Applicants must meet all requirements for consideration before entering the program. Students must meet technical standards and additional requirements including immunizations, CPR certification, liability insurance, and a Criminal (CORI) check. Additional tuition applies for the evening Nursing program. (see college catalog for more info)

Career options: RNs in hospitals, sub acute units, extended care facilities, medical offices, rehabilitation centers, and home care.

Earning potential: $31,000 -$64,000 per year.

Requirements for Consideration:

Applicants must have completed a math course equal to MAT126 or higher with a C+ or greater or placement of MAT163 or higher; and one 4-credit Lab Sciences with a grade of C+ or greater. High school science courses will be considered. Applicants must also demonstrate the ability to enter college-level coursework in English.

English competency may be demonstrated through college placement testing or college coursework. Students whose native language is not English and those who have not completed grades K - 12 in the U.S. must demonstrate English proficiency by having completed ENG101 with a grade of C+ or higher, or have completed a bachelor’s degree from an accredited US college or university, or score 213 on the computerized version or 550 on the paper vision of the Test or English as a Foreign Language (TOEFL). Courses in progress at time of application deadline will not be considered as meeting these requirements.

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Course Title</th>
<th>Cr.</th>
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<tbody>
<tr>
<td>BIO203*</td>
<td>Anatomy and Physiology I*</td>
<td>4</td>
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<tr>
<td>ENG101*</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>NUR111</td>
<td>Foundations of Nursing</td>
<td>7</td>
</tr>
<tr>
<td>PSY105*</td>
<td>Introduction to Psychology*</td>
<td>3</td>
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<tr>
<td>BIO204*</td>
<td>Anatomy and Physiology II*</td>
<td>4</td>
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<tr>
<td>BIO205*</td>
<td>Microbiology*</td>
<td>4</td>
</tr>
<tr>
<td>NUR113</td>
<td>Nursing Care of Children and Family</td>
<td>4</td>
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<td>NUR114</td>
<td>Nursing Care of the Childbearing Family</td>
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<tr>
<td>PSY110*</td>
<td>Human Growth and Development*</td>
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<tr>
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<td>ENG102*</td>
<td>English Composition II*</td>
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<tr>
<td>NUR220</td>
<td>Medical Surgical Nursing, Part I</td>
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<tr>
<td>NUR230</td>
<td>Psychiatric Nursing</td>
<td>4</td>
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<tr>
<td>SOC103*</td>
<td>Introduction to Sociology*</td>
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<th>Course Title</th>
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<tr>
<td>NUR204</td>
<td>Trends in Nursing</td>
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<tr>
<td>NUR222</td>
<td>Medical Surgical Nursing, Part II</td>
<td>10</td>
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<tr>
<td>PER126/130</td>
<td>Health, Fitness, and Wellness Elective*</td>
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<tr>
<td>Humanities or Business Elective*</td>
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<td><strong>Total:</strong></td>
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*These courses must be taken concurrently or prior to the nursing courses specified for that particular semester
**For students planning to transfer to a four-year institution, PER130 is recommended.

PLEASE NOTE: All BIO, MAT (prerequisite) and NUR courses require a grade of “C+” in order to be eligible for promotion to the next level. Also, BIO203, 204 and 205 credits must not be more than five years old.

MAS102, Medical Transcription, counts as a business elective. See page 65 of the college catalog for elective courses by abbreviations.
Outlined below are estimated expenses and classroom/clinical schedule requirements associated with the nursing program. This estimate is based upon Fall 2010 Massachusetts resident tuition and fee day rates of $180/credit. Additional per semester fees have been added that include a registration fee, technology access fee, student activity (if applicable), and LEM/Laboratory, equipment and materials fee (if applicable). Additional tuition/fees apply to the evening nursing courses and to the summer LPN Bridge to A.S. Degree program. The fall 2010 rates for day Nursing is $230/credit. These increased tuition/fees apply only to NUR courses.

Tuition and fees are subject to change and tuition/fee rates may vary based on course selection.

### Semester I

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
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<tr>
<td>BI0203</td>
<td>Anatomy and Physiology I</td>
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<td>ENG101</td>
<td>English Composition I</td>
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<td>NUR111</td>
<td>Foundations of Nursing</td>
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<td>1610</td>
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<tr>
<td>PSY105</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td>540</td>
</tr>
</tbody>
</table>

Per Semester Fees: 75

**Approximate Tuition/Fee Cost:** $3485

### Semester II

| BI0204 | Anatomy and Physiology II            | 4   | 720          |
| BI0205 | Microbiology                         | 4   | 720          |
| NUR113 | Nursing Care of Children and Family  | 4   | 920          |
| NUR114 | Nursing Care of the Childbearing Family | 4   | 920          |
| PSY110 | Human Growth and Development         | 3   | 540          |

Per Semester Fees: 75

**Approximate Tuition/Fee Cost:** $3895

### Semester III

| ENG102 | English Composition II               | 3   | 540          |
| NUR220 | Medical Surgical Nursing, Part I     | 6   | 1380         |
| NUR230 | Psychiatric Nursing                  | 4   | 920          |
| SOC103 | Introduction to Sociology            | 3   | 540          |

Per Semester Fees: 75

**Approximate Tuition/Fee Cost:** $3455

### Semester IV

| NUR204 | Trends in Nursing                    | 3   | 690          |
| NUR222 | Medical Surgical Nursing, Part II    | 10  | 2300         |
| PER126/130 | Health, Fitness, and Wellness Elective | 2/3 | 360/540 |
|         | Humanities or Business Elective      | 3   | 540          |

Per Semester Fees: 75

**Approximate Tuition/Fee Cost:** $3935/$4145

### College Health Insurance Plan

$823/yr

**note:** If you already have health insurance, you will not need to purchase college insurance.

### Miscellaneous Program Expenses:

$2773

- Uniforms, Professional Equipment, Liability Insurance, CPR, Textbooks
- and Miscellaneous Materials

**APPROXIMATE TOTAL PROGRAM COST**

$18,396/$18,576
Residency Information: (Required by all applicants)

- I am a U.S. Citizen.
- I am a Non-Citizen. Country of Birth________________________ Country of Citizenship___________________

Select one or more races to indicate what you consider yourself to be.

- Race: ____________________________

Are you a Licensed Practical Nurse?

- Yes
- No

Have you completed the equivalent to NUR 111 with a minimum grade of C+?

- Yes
- No

College representative.

- Yes
- No

I have read the Technical Standards and understand that it is my responsibility to discuss any accommodation that I may need with the appropriate College representative.

- Yes
- No

Are you a Licensed Practical Nurse?

- Yes
- No

I certify that the all information stated on this application form is accurate and complete. Concealment of facts or false statements may result in dismissal.

Applicant Signature ____________________________ Date ____________

Parent or Guardian Signature (if applicant is under 18) ____________________________ Date ____________
A.S.Nursing

Office use only:
Date Received ______________________

MWCC Student ID Number: _________________________

Social Security Number: _______ - _______ - _______

Name of Applicant:  ____________________________________________________________________________________________

HEALTHCARE OR RELATED FIELD EXPERIENCE
List employment with the most recent positions first. Attach additional sheets if necessary. (Resumes are acceptable.)

☑ DOES NOT APPLY

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<th>Employer</th>
<th>Job Description</th>
<th>Dates From/To</th>
<th>Supervisor Name &amp; Phone No. (Required)</th>
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I certify that the all information stated on this application form is accurate and complete. Concealment of facts or false statements may result in dismissal.

Signature of Applicant: _________________________

Date: _________________________

Mount Wachusett Community College seeks to provide equal educational and employment opportunities and does not discriminate on the basis of race, creed, color, religion, national origin, gender, age, sexual orientation, marital status, veteran status, or disability.
MWCC Student ID Number: _______________(if applicable)  Social Security Number: ____________________(optional)

Last Name: __________________________  First Name: ___________________________ Middle Initial: ______
Previous Name: ______________________

HEALTHCARE OR RELATED FIELD EXPERIENCE:
List employment/volunteer with the most recent positions first. Attach additional sheets if necessary. (Resumes are acceptable.)

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<th>Employer/volunteer organization</th>
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<th>Supervisor Name &amp; Phone No.</th>
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</table>

I certify that all information stated on this application form is accurate and complete. Concealment of facts or false statements may result in dismissal.

Signature of Applicant: ___________________________  Date: _________________
# Personal and Professional Appraisal

Please rate the applicant in the following categories, using a scale of 1 to 5 with five being superior and one being poor. If you have no basis for evaluation in any category, please check “No Basis.”

<table>
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<tr>
<th>Characteristics</th>
<th>Superior</th>
<th>Poor</th>
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<td>Leadership</td>
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<tr>
<td>Technical laboratory skills</td>
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<tr>
<td>Sense of responsibility</td>
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<tr>
<td>Ability to work with people</td>
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<tr>
<td>Motivation for a career in this field of study</td>
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<tr>
<td>Ability to adapt to new situations</td>
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<tr>
<td>Ability to work independently</td>
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<tr>
<td>Reliability</td>
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<tr>
<td>Oral communication skills</td>
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<td>Written communication skills</td>
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<tr>
<td>Problem solving ability</td>
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<td>Works with attention to detail</td>
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<tr>
<td>Able to multi-task</td>
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<tr>
<td>Integrity (honesty, transparency, etc.)</td>
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</tbody>
</table>

## Recommendation

☐ Strongly Recommend  ☐ Recommend  ☐ Recommend with Reservations  ☐ Do Not Recommend

If “with Reservations”, please explain.

Name (type or print) ______________________________________ Organization __________________________

Signature _____________________________________________  Address _______________________________

Position or Title _________________________________________

Email ___________________________________________________  Telephone _______________________________

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