

## CASTLE HILL WORK STUDY APPLICATION

Truro Center for the Arts at Castle Hill offers a limited amount of Work Study positions each summer. Castle Hill requires 1.5 hours of work for 1 hour of course work for Work Study. All-day classes, including classes with an open studio, require the same 1.5 hours of work for 1 hour of class time.

Work Study is for adults who have a strong desire to learn about a certain craft / art form but who may not have the opportunity to take our classes without financial assistance. Other opportunities include setting up for special events, posting fliers to area establishments, documenting classes through photography and working with our youth programs. We also offer unpaid Internships with College Credit. If you would like to be considered for a work study grant, please complete this form and return it to our office.

Name \_\_\_\_\_

Current Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Daytime phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

Permanent Address, if different from above

\_\_\_\_\_

City / State / Zip \_\_\_\_\_

Have you attended Castle Hill before? [ ] Yes [ ] No

If yes, in what years / studio area? \_\_\_\_\_

If you are new to Castle Hill, how did you learn about the school? (Friend, teacher, magazine, Internet? Please include name):

\_\_\_\_\_

Please state your financial need.

\_\_\_\_\_

\_\_\_\_\_

*\* You may choose up to three individual classes for Work Study. Castle Hill cannot guarantee you will be awarded all of your choices.*

### **Name of workshop**

First Choice \_\_\_\_\_ Dates \_\_\_\_\_

Instructor \_\_\_\_\_

Second Choice \_\_\_\_\_ Dates \_\_\_\_\_  
Instructor \_\_\_\_\_

Third Choice \_\_\_\_\_ Dates \_\_\_\_\_  
Instructor \_\_\_\_\_

*Why do you want to take the workshop(s) you have selected?*

*List your educational and/or work experience. While most Workshops are open to all levels, from beginners to advanced professionals, if a workshop has specific requirements, please outline your qualifications. (You may also attach a resume.)*

I understand many **Work Study** positions are on-the-job-training in nature and can provide me valuable experience. However, my commitment to these positions requires a strong work ethic. A strong work ethic requires that I be:

**Dependable** – Arrive on time; at the times I am expected

**Maintain Confidentiality** – Protect the information I am entrusted with

**Responsible** – Complete all tasks assigned; promptly and accurately

**Self Starter** – When assigned tasks are completed; actively seek additional assignments **Communication**  
– Encourage open communication with supervisor, fellow employees and the public

In addition, I understand that the failure to maintain the work ethic expected of the position may be grounds for Work Study termination.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please return completed application to:**

Truro Center for the Arts at Castle Hill, P.O. Box 756, Truro, MA 02666

OR email: [laura@castlehill.org](mailto:laura@castlehill.org)

Phone: (508) 349-7511 | fax: (508)349-7513

[www.castlehill.org](http://www.castlehill.org)

***Work study applications will be accepted on a rolling basis. If selected for the program the Director of Programs will call you to set up a time to talk with you about your workshop selection and to schedule work study hours.***