



Great Bay
Community College

Application for Admission
to the
Medical Assistant Certificate Training Program

Application Purpose and Guidelines:

The purpose of this application is to document the skill set of the Medical Assistant Certificate Training candidate. This enables the Selection Committee to properly assess each candidate's skills, abilities, background and motivation to succeed. Our goal is to select candidates who will be successful in the program and become competitive for employment.

Submit the Completed application and supporting documents* to:

Kim Hashem-Dugal
Great Bay Community College
Business & Training Center
320 Corporate Drive
Portsmouth, NH 03801

Required documentation: **ONLY THE FIRST 4 DOCUMENTS MUST BE SUBMITTED FOR AN INTERVIEW**

1. Application
2. Resume
3. High School Diploma, GED, HiSet or College transcripts (highest **degree** achieved)
4. Results of WorkReadyNH Pre-Assessment*
5. WorkReadyNH Certificate of Completion*
6. Physical Examination/ Health screening AND Immunization Record – after you begin class
7. NH Criminal Background Check – after you begin class
8. Drug testing results – after you begin class
9. CPR/First Aid (American Heart Association – Professional Rescuer) **not required**; show proof if already have

*** To enroll in WorkReadyNH or schedule an assessment, call 603-427-7636**

The Selection Committee will review the completed application and supporting documentation and interview the candidates. Interviews will be conducted when all required documentation has been received.

The selection process will consider:

- Candidates who are 18 years or older.
- Candidates who have a desire to work in the medical field
- Candidates who have completed WorkReadyNH are given preference
- Candidates who will commit to an intense twelve-week/480-hour program of instruction & practicum

MA Application Information

Please check the class for which you are applying:

JANUARY 6, 2020 _____

APRIL 6, 2020 _____

JULY 6, 2020 _____

SEPTEMBER 28, 2020 _____

Name: _____
First Middle Last

Address: _____
Street Town State Zip Code

Telephone:

Primary: _____ Cell Home Work

Secondary: _____ Cell Home Work

Preferred Email:

_____ @ _____

Date of Birth: _____ Are you a US Citizen/Permanent Resident: Yes No

In a medical emergency please contact:

Name:

First

Middle

Last

Address:

Street

State

Zip Code

Educational History

High School Last Attended: _____

School Address _____ City _____ State _____ Zip _____

Year of High School Graduation _____ or Year G.E.D/HiSet Awarded _____

Post-Secondary Education:

School Name _____ City _____ State _____ Zip _____

Year of Graduation _____ or Dates of Attendance _____

Last Name While in High School (or GED/HiSet) _____

Employment History

1. Employer _____ City _____ State _____ Zip _____

Dates of employment _____

Summary of Responsibilities:

2. Employer _____ City _____ State _____ Zip _____

Dates of employment _____

Summary of Responsibilities:

3. Employer _____ City _____ State _____ Zip _____

Dates of employment _____

Summary of Responsibilities:

Reference

Name:

First Last
Organization Relationship: _____

Address:

Street State Zip Code

Telephone _____ Email _____

Signature of Applicant:

Date _____

Notice of Non-Discrimination

Great Bay Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, disability, genetic information, veteran status, sexual orientation, political affiliation or marital status. This statement is a reflection of the mission of the Community College System and Great Bay Community College and refers to, but is not limited to, the provisions of the following laws: Title VI and Title VII of the Civil Rights Act of 1964, as amended, the ~ The Age Discrimination Act of 1967 (ADEA) ~ Title IX of the Education Amendment of 1972 ~ Section 504 of the Rehabilitation Act of 1973 ~ The Americans with Disabilities Act of 1990 (ADA) ~ Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974 ~ Genetic Information Nondiscrimination Act of 2008.