



Northrop Grumman
Cooperative Education Programs
Application Instructions and Checklist



To be eligible for an interview, you must complete ALL of the application instructions. Applications are accepted on a **rolling basis**.

Review of applications begin March 1, 2006 for Fall 2006

INSTRUCTIONS

**Northrop Grumman Newport News/Thomas Nelson Community College TNCC
Cooperative Education Programs Design Co-op and Engineering Analyst Technology Co-op**

CURRENT TNCC STUDENT:

- Provide a copy of your transcript to co-op coordinator (you can request a copy of your transcript at the Records Office.)
- Complete a Northrop Grumman Employment Application
- Submit signed "Program Guidelines/Release of Information" Form

NEW STUDENT TO TNCC:

- Complete a Northrop Grumman Employment Application
- Submit signed "Release of Information" Form
- Complete the TNCC application for admissions/submit to co-op coordinator
- Submit an **OFFICIAL** transcript from the last academic institution you attended or are currently enrolled
- Copy of your **Compass Placement Scores** (call Admissions-Testing Center to schedule your appointment for the Compass Test 757/825-2800, you **must** submit a copy of test scores to co-op coordinator)

*****ALL STEPS MUST BE
COMPLETE BEFORE A
DETERMINATION CAN BE MADE
ABOUT YOUR ACCEPTANCE
FOR AN INTERVIEW FOR THE
PROGRAM.*****

For assistance call 757/865-5882 or email godfreyj@tncc.edu

**Mail To: TNCC Career Services and Co-op Education
600 Butler Farm Road, Room 1014
Hampton, VA 23666**

http://www.tncc.edu/career_center/index2.htm