



Student Employment Application

Name _____
Last
First
EMPLID # (Required)

Student Phone Number _____ Student email _____

REFERENCES

List three persons not related to you who know your qualifications:

Name	Phone	Relationship

KNOWLEDGE, SKILLS and ABILITIES:

COMPUTING

- Format Disks
- Use Excel
- Use Access
- Use MS -DOS Commands
- Use PC
- Database Programming
- Spreadsheet Programming
- Install Hardware
- Install Software
- Data Entry
- Troubleshoot
- Web Design
- PeopleSoft
- PowerPoint
- Use Publisher
- Use Word
- Graphics/photo programs
- Use e -mail
- Use Database Software

MISCELLANEOUS

- Provide Customer Service
- Teaching/Training/Tutoring
- Work with the Public
- Maintain Inventory
- Keep Records/Logs
- Work with children
- Fluency in second language
- Landscape
- Heavy Lifting
- Nursing
- Vet Tech
- Biology
- Chemistry

OFFICE SUPPORT

- Data Verification
- Use Calculator
- Operate Copier
- Cash Register
- Reception/Registration
- Filing
- Telephone/Switchboard
- Accounting/Bookkeeping
- Office Procedures
- Use Scanner
- Typing Speed: _____

Program of Study at BRCC: _____

MISCELLANEOUS:

Use this space for any additional information you think would help us evaluate your application (unique accomplishments, skills or activities):

WORK EXPERIENCE:

List employment positions you have held.

Date of Employment _____

Job Title _____ Employer _____

Duties _____

Date of Employment _____

Job Title _____ Employer _____

Duties _____

EXTRA-CURRICULAR ACTIVITIES:

Community Service Experience

Clubs, groups or other activities with which you have been

Signature _____ Date _____

OFFICE USE ONLY

Need _____ GPA _____

_____ On-campus

Number of Credits: Fall _____ Spring _____ Summer _____

_____ Off-campus

Eligible Not Eligible Award Amount _____ Hours _____ /week at \$ _____ /hour