Blue Ridge
Community College

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 |

_____
| Name | Phone | Relationship |

_____
| Name | Phone | Relationship |

KNOWLEDGE, SKILLS and ABILITIES:

COMPUTING
☐ Familiar w/ MS Office
☐ Use Excel
☐ Use PC
☐ Install Hardware
☐ Install Software
☐ Data Entry
☐ Troubleshoot
☐ Web Design
☐ PeopleSoft
☐ +PowerPoint
☐ Use Publisher
___Graphics/photo programs
___Use e -mail

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
☐ Vet Tech
☐ Biology
___Chemistry

OFFICE SUPPORT:
☐ Data Verification
☐ Use Calculator
☐ Operate Copier
☐ Cash Register
☐ Reception/Registration
☐ Filing
☐ Telephone/Switchboard
☐ Accounting/Bookkeeping
☐ Office Procedures
☐ Use FAX

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