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

☐ 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