



ACADEMIC LEARNING CENTER - FRONT DESK ASSISTANT JOB APPLICATION

FIRST NAME	LAST NAME
PREFERRED EMAIL ADDRESS	CELL PHONE
BRCC ID	MAJOR
APPLIED FOR FINANCIAL AID	APPLIED FOR WORK STUDY
YES NO	YES NO
FIRST JOB?	WORK EXPERIENCE WITH ANOTHER BRCC UNIT?
YES NO	YES NO

SOFTWARE SKILLS & OFFICE EQUIPMENT (Check all that apply)				
Equipment and Programs	NEVER	BASIC	MODERATE	EXPERT
Zoom				
MS Word				
MS Excel				
MS PowerPoint				
Copy machine				
Fax				
Scanner				
Answering Phones in a Professional Setting				

WHY I WANT TO WORK IN THE ACADEMIC LEARNING CENTER...



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TELL US A LITTLE BIT ABOUT YOUR SKILL SET

IS THERE ANYTHING YOU WOULD LIKE US TO KNOW?

TELL US ABOUT YOUR AVAILABILITY FOR THE FALL SEMESTER.

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Would you be available to work Saturdays and late evenings, if required?

YES

NO



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EMPLOYMENT HISTORY - 1		
POSITION TITLE	EMPLOYER NAME & WEBSITE (OR PHYSICAL LOCATION)	SUPERVISOR NAME & TITLE
SUPERVISOR CONTACT	PERIOD EMPLOYED, FROM/TO (MM/YY)	
RESPONSIBILITIES		
REASON FOR LEAVING		
EMPLOYMENT HISTORY - 2		
POSITION TITLE	EMPLOYER NAME & WEBSITE (OR PHYSICAL LOCATION)	SUPERVISOR NAME & TITLE
SUPERVISOR CONTACT	PERIOD EMPLOYED, FROM/TO (MM/YY)	
RESPONSIBILITIES		
REASON FOR LEAVING		



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EMPLOYMENT HISTORY - 3		
POSITION TITLE	EMPLOYER NAME & WEBSITE (OR PHYSICAL LOCATION)	SUPERVISOR NAME & TITLE
SUPERVISOR CONTACT	PERIOD EMPLOYED, FROM/TO (MM/YY)	
RESPONSIBILITIES		
REASON FOR LEAVING		

The information provided herein is accurate to the best of my knowledge.
SIGNATURE:
DATE: