

Austin Community College

**Northridge Campus Learning Lab
(512) 223-4813**

**11928 Stonehollow Dr.
Austin, TX 78758**

**Application for Employment
Receptionist/CBI Lab Assistant**

Date: _____

During which semester(s) do you want to work?	Fall	Spring	Summer
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Name:		
Street Address:		
City:	Zip:	Are you authorized to work in the U.S.? <input type="checkbox"/> yes <input type="checkbox"/> no
Daytime Ph #	Evening Ph. #	e-mail:
ACC ID #		

In Case of Emergency Call: (Name):	
Telephone Number(s)	
Degrees or No. of college hours completed and major (s):	Number of hours desired: (19 hrs. per wk. is the maximum allowed by ACC.)

Indicate the days and hours you are available to work.

Lab hours of operation

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:30am-8:30pm	8:30am-8:30pm	8:30am-8:30pm	8:30am-8:30pm	9:00am-3pm	10:00am-5:00pm	12pm-6pm

Please indicate the areas you have experience in:

Computer Knowledge in:

- ___ Windows XP
- ___ MicroSoft Word
- ___ MicroSoft Excel
- ___ Internet

Other:

Office Skills:

- ___ Telephone
- ___ Filing
- ___ Typing
- ___ Copy machines
- ___ Faxing
- ___ Word Processing

Other:

Tutor Skills:

- ___ Basic Writing Skills
- ___ Basic Reading Skills
- ___ Basic Math Skills

Other:

Are you currently employed by ACC?		Have you ever worked for ACC?	
Yes	No	Yes	Year: No
Have you tutored before?	Where?		
How long?	What subjects?		
Supervisor's Name:			
May we contact?		Contact telephone number:	

Please list your two most recent employers.

Company:		From:	To:
City:	State:	Your position:	
Supervisor's Name:		Phone Number:	
		May we contact?	
Company:		From:	To:
City:	State:	Your position:	
Supervisor's Name:		Phone Number:	
		May we contact?	

Please include any information that would support your application.

Please note: Bring copies of transcripts with you if you are called to interview.