



# Desk Staff

## ***Application***

This is an Adobe Acrobat fill-in form. Fill-in forms allow you to enter information while the document is displayed by Adobe Acrobat or Adobe Reader and then print the completed form. Please submit application to Todd Parks, 617C Main Building. Applications will be accepted until all positions are filled.

## ***Contact Information***

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Preferred Name \_\_\_\_\_ Student ID Number (emplid) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Alternate Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## ***Qualifications (the following qualities are not required, but they might make you more competitive)***

Do you qualify for federal work study? Yes  No

Have you completed ITE 119 Information Literacy? Yes  No

If you yes, did you earn a B or higher in ITE 119 Information Literacy? Yes  No

## ***Questions (answer all questions to the best of your ability)***

Please describe your experience interacting with people in professional settings (e.g., retail job, on-campus employment, restaurant work, volunteer experiences).

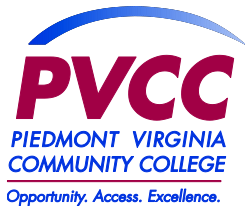


## Desk Staff

Desk staff may be asked to use computer software (e.g., Excel, Internet Explorer, Word) to create documents and reports. Please describe your computer skills.

What experiences have you had with diverse populations?

Please tell us why we should consider your application for employment.



# Desk Staff

### Related Experiences

Please list recent activities such as part-time jobs, participation in campus organizations, or volunteer efforts. You may attach a resume if you desire.

Employer/Organization	Title/Functional Area	Date	Location

### References

Provide the name, phone number, and email address for two references.

Name	Email	Telephone Number

I hereby authorize and give permission to representatives of Piedmont Virginia Community College to make any and all appropriate inquiries regarding my background, references, employment records, and other matters related to my suitability for employment. This may include a background check of my criminal history data and a check of my driving record. I also authorize my former employers or any third party to disclose to Piedmont Virginia Community College all reports and other information related to my suitability for employment, personal or otherwise, without giving me prior notice of such disclosure. I hereby release Piedmont Virginia Community College, former employers, and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit completed application to:  
 Todd Parks, Coordinator of Academic Support Services  
 Piedmont Virginia Community College, 617C Main Building

*Thank you for your interest!*