



The Orientation Program (TOP)
Intern Application

Last Name: First Name: Middle Initial:

Address: City: State: Zip:

Email: Phone:

Home Campus: Semesters Completed: No. of semesters expected to attend ACC:

Please check the position you are applying for: (if you are applying for both please check both positions.)

- Orientation Office Assistant
Orientation Intern
Reapplying for current position

Please check any of the computer programs you are proficient in:

- MS Word
MS PowerPoint
MS Excel
MS Publisher
Other (please specify)

Please let us know why you are interested in this position:

Please let us know why you are qualified for this position:

What is the best way to get in contact with you:

Please fill in your class and work schedule. These are the hours that you are in class or at work.

Table with 8 columns (Hours, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday) and 3 rows (School, Work, empty).

Students applying must maintain a minimum 2.0 GPA and a 2.0 cumulative GPA. By signing below, I authorize the Office of Student Life to check my GPA and status.

Signature Student ID Number Date

Information provided is used only for official Office of Student Life and Austin Community College business. Any other use of this information violates the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). For Admissions and Records and Office of Student Life use only Student ID Number

Table with 6 columns (Semester, GPA, Date, Admissions Initial, Interview set up - Office Assistant, Interview set up - Orientation Intern) and 3 rows.

Received in Office of Student Life by: Date:

Student info sent to TOP Coordinator by: Date: