



Application for Admission & Job Placement Information

A major purpose of the College is to help you find a paralegal/legal assistant job. The information you provide in this application for admission will be used to help the placement office obtain a law office job for you. Registration each semester will be done at the lecture sites or by mail. You should complete the entire application. Make sure you complete all of the information within this application! **There is no application fee.**

WHICH PROGRAM DO YOU PLAN TO COMPLETE?

- Paralegal Diploma
 Paralegal Associate of Applied Science Degree

HOW DID YOU HEAR ABOUT BRC?

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Initial _____
 Social Security # _____ Birth date ____/____/____ Male _____ Female _____
 Marital Status: Single _____ Married _____ Divorced _____ Widowed _____

Additional Contact Information: Please provide names and phone numbers of three people we may contact. This is very important to the placement office when they need to notify you about a job.

1) Name _____ Phone (____) _____ Relationship _____
 2) Name _____ Phone (____) _____ Relationship _____
 3) Name _____ Phone (____) _____ Relationship _____

CURRENT MAILING ADDRESS

Address _____ City _____ State _____ Zip _____
 Telephone: Hm:(____) _____ Wk: (____) _____ Cell:(____) _____ Other (____) _____
 Email (print) _____ Do you have your own transportation? _____

EDUCATIONAL EXPERIENCE

____ High School Graduate ____ Overall High School GPA ____ GED
 Name of High School _____ Location _____
 College or University _____ Location _____
 Vocational School _____ Location _____

IMPORTANT: You must provide copies of supporting transcripts from all other schools, colleges and university and/or GED scores before you enroll. BRC does accept request for transfer of credits from other schools.

COLLEGE EXPERIENCE or POST HIGH SCHOOL CREDIT

____ College Degree ____ Some College ____ No College ____ Assoc Degree ____ Voc School Graduate ____ Some Voc. School
 College or University _____ Dates (mo/yr) _____ to (mo/yr) _____

Area of Study _____
Vocational School _____ Dates (mo/yr) _____ to (mo/yr) _____

Area of Study _____

YES NO Do you plan to request transfer of credits from another school to BRC

WORK EXPERIENCE

Describe your employment history beginning with your current or most recent job, including volunteer experience. If you worked for the same employer but at various times held different jobs, describe each separately. Please describe in detail the specific duties beginning with your primary duties.

Yes No Do you plan to request credit for life experiences. If yes, you should provide significant details about jobs listed.

Current or Last Employer _____ Title _____
Address _____ City _____ State _____ Zip _____
From (/) to (/) _____ Full Time _____ Part Time _____ Temporary _____
Description of Duties _____

Employer _____ Title _____
Address _____ City _____ State _____ Zip _____
From (/) to (/) _____ Full Time _____ Part Time _____ Temporary _____
Description of Duties _____

Employer _____ Title _____
Address _____ City _____ State _____ Zip _____
From (/) to (/) _____ Full Time _____ Part Time _____ Temporary _____
Description of Duties _____

Employer _____ Title _____
Address _____ City _____ State _____ Zip _____
From (/) to (/) _____ Full Time _____ Part Time _____ Temporary _____
Description of Duties _____

SKILLS

___ WordPerfect ___ Word ___ Excel ___ Access ___ QuickBooks ___ Filemaker Pro ___ PowerPoint
Other _____ Typing wpm ___ Transcription ___ Shorthand wpm
Foreign Languages _____ Fluently? ___ Written/Read? ___

IMPORTANT: You must have good writing skills, typing skills, filing ability and computer literacy to work in a law office. BRC does not teach these skills. BRC's courses provide an introduction to the law and teach legal assistant/paralegal skills. If you do not have these office skills you will be required by the admission committee to enroll in another school that offers this training while enrolled at BRC. If work experience does not indicate that you have these skills a letter of recommendation from your employer or a former employer will be required indicating your proficiency. Daily access to the Internet is necessary in order to access the website for announcements, assignments, workbooks, student records, forms, job placement, etc.

- yes No Do you have the office skills noted above?
 yes No Do you have internet access at home or in your office?

YOU MUST COMPLETE ALL INFORMATION ON THIS APPLICATION. All information is highly important to your admission review. Any information left blank will be considered a negative factor in your review.

BRC requires copies of transcripts from all schools attend before the enrollment process can be completed, including high school, colleges and universities, vocational school and, if taken, the resulting scores on the GED exam. Mail the required documents to BRC Paralegal Studies, 1900 N. Lobdell Blvd., Ste. B-12, Baton Rouge, LA 70816.

"Any controversy or claim arising out of or relating to this application for admission, or any other matter pertaining to the College, shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Applicant's

Signature _____

Date: _____

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