

References

Please list at least three references from individuals who have first-hand knowledge of your ability, character, personality, and scholarship.

Name	Address/Phone	Title
1.		
2.		
3.		

Special Qualifications

Please list special studies, honors, offices held, special abilities, or other information you feel would be helpful in considering your application for employment.

It is the policy of Antelope Valley College to contact present and former employers to verify employment and to obtain information regarding your qualifications.

Antelope Valley College reserves the right to contact institutions regarding validity of transcripts provided by the applicant.

I hereby certify that the statements on this application are true and complete to the best of my knowledge and belief.

If selected for a position, I understand I must submit official transcripts of all college work and agree to fingerprinting to be submitted to law enforcement agencies.

I understand candidates for employment must provide proof of eligibility of work authorization in the U.S. pursuant to INS regulations.

Signature

Date

Falsification of any part of this application will be cause for rejection or dismissal from employment.



ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations

SUPPLEMENTAL EQUIVALENCY REQUEST

Applicant's Name (please print)

Division/Department

Please carefully review the approved equivalency for this discipline that is stated on the job announcement and provide documentation for those areas requiring verification.

1. **Degree**

Discipline for which you claim equivalency: _____

2. **Educational Preparation**

Indicate the educational preparation on which you base this claim for the discipline (major):

3. **Relevant Courses***

Indicate the relevant courses you have taken or other objective evidence that verifies you have the equivalent of the General Education portion for a college degree: _____

4. **Work Experience****

Describe in detail what you believe establishes equivalency to the minimum qualifications. If you are using work products or other objective items that cannot be submitted, provide *detailed* information from objective sources about the nature of this work product or experience. _____

*If you are using courses to establish equivalency, you must submit both an official transcript and copies of the appropriate pages from the college catalog.

**If you are using publications or other objective work products, you must submit documentation; if not possible, please explain.



ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations

Pre-employment
Employee Demographic Data Elements

To assist us in assessing the effectiveness of our Equal Employment program, please complete the following survey. This information is kept separate and confidential and will not be used to make any employment decisions. This information is being gathered and used for mandated federal, state and district equal opportunity statistical purposes only.

Position applied for: _____ Date: _____

1. GENDER: Female Male

2. RACE & ETHNICITY:

Are you Hispanic or Latino? Yes No

- Mexican, Mexican-American, Chicano
- Central American
- South American
- Hispanic Other

What is your race/ethnicity? (Check all that apply.)

- Asian Indian
- Chinese
- Japanese
- Korean
- Laotian
- Cambodian
- Vietnamese
- Filipino
- Asian Other
- Black or African American
- American Indian/Alaska Native
- Guamanian
- Hawaiian
- Samoan
- Pacific Islander Other
- White

3. DOES THE FOLLOWING APPLY TO YOU?

PERSON WITH A DISABILITY

One who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of impairment, or (3) is regarded as having such impairment.

Designated Limitation: _____

If assistance in the employment process is needed, please check the box or contact the Human Resources Office.

4. HOW DID YOU FIRST FIND OUT ABOUT THIS JOB?

- Antelope Valley Press
- Antelope Valley College Website
- CCC Registry
- Chronicle of Higher Education
- Friend/Relative/Antelope Valley College Employee
- Human Resources Office (walk-in)
- Job Fair (LAX)
- Job Fair (San Francisco)
- Other: _____