

## APPLICATION PROCEDURE

It is the responsibility of each applicant to have all the following documents on file in the Human Resources Office by the deadline date in order to continue in the application process for this position.

**If any of the listed materials are missing or incomplete, the application will not be considered.**

1. A completed and signed Antelope Valley College adjunct application form.  
**Please do not state "See Résumé" on any part of the application.** Blank spaces or illegible entries may be cause for rejection of the application. The District will not return application materials submitted.
2. A letter of intent addressing your interest and qualifications for this position.
3. A personal résumé.
4. Transcripts\* of all college work from an accredited institution. (Unofficial transcripts or photocopies will be accepted to establish the application file). Official transcripts will be required if the candidate is offered the position.

\*Note: Any degree from a country other than the U.S., including Great Britain and Canada, must be evaluated by a professional evaluation service.

5. **California Community College Credential, if held (possession of a CCC credential is not required).**

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Application forms are available on the AVC web site [www.avc.edu](http://www.avc.edu) or from the Human Resources Office and must be returned to:



ANTELOPE VALLEY COLLEGE

Office of Human Resources  
3041 West Avenue K  
Lancaster CA 93536  
(661) 722-6311

Faxed or emailed materials cannot be accepted.  
Unsolicited materials will not be included. Postmarks will not be accepted.

**The screening committee will review ONLY complete application packets** and the committee will determine applicant's eligibility for an interview. Candidates who are selected for an interview will be notified via telephone.

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Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

**Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.**

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer



**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.*

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**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.***



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: \_\_\_\_\_