



ANTELOPE VALLEY COLLEGE
 Office of Human Resources & Employee Relations
 3041 West Avenue K, Lancaster CA
 (661) 722-6311

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

Application for Classified Management Position

please print or type

Personal Data

Name: _____ Phone: Home: (____) _____
 Last First MI Bus. (____) _____
 Address: _____
 Alternate Address: _____

Position: _____

(from job announcement)

How did you learn about this position? _____

Do you hold a California credential at the community college level? yes [] no []

Name of Community College Credential(s): _____
 (include subject areas) _____

Has your credential ever been suspended or revoked? yes [] no [] If yes, please attach written explanation

Have you ever been convicted of a felony? yes [] no [] If yes, please attach a written explanation.

Have you been dismissed or asked to resign from a position? Yes [] no [] If yes, please attach written explanation

Education and Training

List all schools attended, including high school. If requested, applicants should file as complete a transcript as possible of all college work. Unofficial transcripts are acceptable for pre-employment purposes; however, employment offer is contingent upon delivery of official transcripts. If degree is pending, indicate date degree is expected to be awarded.

Name of Institution	Location	Major	Minor	Degree

Administrative Experience

List actual professional experience in chronological order. Use additional sheet if necessary. **DO NOT COMPLETE THIS SECTION BY REFERENCING "SEE RESUME"**

Employer	Location/ City-State	Dates of Employment	Position Title/ FT or PT	Salary

Teaching Experience (if applicable)

List actual professional experience in chronological order. Use additional sheet if necessary. DO NOT COMPLETE THIS SECTION BY REFERENCING "SEE RESUME"

<u>Employer</u>	<u>Location/ City-State</u>	<u>Dates of Employment</u>	<u>Position Title/ FT or PT</u>	<u>Salary</u>

References

In addition to any required letters of recommendation, please list at least three current references from supervisors who have first-hand knowledge of your administrative ability, technical skill, character, and personality.

<u>Name</u>	<u>Address/Phone Number</u>	<u>Position</u>
1.		
2.		
3.		

Special Qualifications

Indicate special studies, honors, experience, travels, offices held, special abilities, or any information that would be helpful in considering your application as it relates to this position. List special licenses held or certificate programs completed; professional organizations to which you belong. (attach additional page if necessary)

I hereby certify that the statements on this application are true and complete to the best of my knowledge and belief. I understand that any false statements or omission of pertinent information shall be cause for dismissal.

I consent to your seeking information from the above employers as indicated as to my ability, personality, and character, and I hereby release from any liability all persons and organizations furnishing such information. Employees of Antelope Valley College are required to submit to fingerprinting that will be checked by law enforcement agencies.

Date

Applicant Signature



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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: _____