



ANTELOPE VALLEY COLLEGE

Office of Human Resources & Employee Relations

3041 West Avenue K

Lancaster CA 93536

(661) 722-6300, ext. 6311

CLASSIFIED (NON-TEACHING) EMPLOYMENT APPLICATION

Please print using black ink or a typewriter

DATE: \_\_\_\_\_
NAME Last First Middle
ADDRESS Street City Zip
PHONE PHONE (ALTERNATE)
POSITION APPLIED FOR:
How did you learn of this position?
Are you authorized to work in the U.S. without restriction?
Have you worked at Antelope Valley College before?
Have you ever been or are you currently a member of the Public Employees' Retirement System?
Are there any shifts or hours you are unable to work?
Have you ever been convicted of a felony?
If you are currently employed, may we contact your employer as to your qualifications?

EDUCATION (Include Name & Location of School)
High School Graduated? Yes No
College/University Major Degree
College/University
Other Education/Training

In addition to your work history (on reverse), what other experiences, skills, or qualifications would especially fit you for this position?
Languages you read, speak, and write fluently:
(optional unless specified as requirement in job announcement)

**EMPLOYMENT INFORMATION**

**This section must be completed even though a resumé is attached.** Begin with your present employer and work back. Account for all time during the last 10 years, including periods of unemployment. Use additional sheets if more space is needed.

**Employer:** \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Supervisor/Title: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Dates of Employment:** From: \_\_\_\_\_ To \_\_\_\_\_ Total Years \_\_\_\_\_  
% Worked (based on 40 hrs/wk): Full-time % \_\_\_\_\_ Part-time % \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**Employer:** \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Supervisor/Title: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Dates of Employment:** From: \_\_\_\_\_ To \_\_\_\_\_ Total Years \_\_\_\_\_  
% Worked (based on 40 hrs/wk): Full-time % \_\_\_\_\_ Part-time % \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

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Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Supervisor/Title: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Dates of Employment:** From: \_\_\_\_\_ To \_\_\_\_\_ Total Years \_\_\_\_\_  
% Worked (based on 40 hrs/wk): Full-time % \_\_\_\_\_ Part-time % \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

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Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Supervisor/Title: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Dates of Employment:** From: \_\_\_\_\_ To \_\_\_\_\_ Total Years \_\_\_\_\_  
% Worked (based on 40 hrs/wk): Full-time % \_\_\_\_\_ Part-time % \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**READ CAREFULLY BEFORE SIGNING:** I hereby certify that all statements made on this application are true and complete to the best of my knowledge, and understand that any false statements will subject me to disqualification or dismissal. I consent to your seeking information from the above employers as indicated as to my personality, character, ability, etc., and I hereby release from any liability all persons and organizations furnishing such information.

\_\_\_\_\_  
Signature of Applicant

*Employees of Antelope Valley College are required to submit to fingerprinting which will be checked by law enforcement agencies.*



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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: \_\_\_\_\_