



ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations

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. **Please submit two sets of the following documents:**

1. A completed and signed Antelope Valley College *Full-Time Academic Faculty Application*
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 qualifications for this position.
3. A résumé or curriculum vitae.
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. At least two signed letters of recommendation dated within the last year. These letters should pertain to professional experience, and are not general "character references." Applicants are encouraged to request more than two letters to ensure that at least two are received prior to application review. No faxed or e-mailed copies will be accepted.
6. For those disciplines with established Academic Senate's approved equivalency, complete the Supplemental Equivalency Request form (attached).

The Antelope Valley Community College District offers an extensive benefits package that includes full-family medical, dental and vision plans, employee life insurance and income protection policies, and eligibility to enroll in the State Teachers' Retirement System.

Application forms are available on the AVC web site 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.**

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.



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SUPPLEMENTAL EQUIVALENCY REQUEST
To be used ONLY when requesting equivalency.

Applicant's Name (please print)

Division/Department

Please carefully review the approved equivalency for this discipline
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.