



ANTELOPE VALLEY COLLEGE

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

SHORT-TERM EMPLOYMENT APPLICATION

Please print using black ink or a typewriter

NAME _____		
Last	First	Middle
ADDRESS _____		
Street	City	Zip
PHONE _____		(msg./work #) _____

POSITION APPLIED FOR: _____
DATE: _____
Are you authorized to work in the U.S. without restriction? <input type="checkbox"/> yes <input type="checkbox"/> no (Candidates selected for employment will be required to provide proof of eligibility pursuant to INS regulations)
How did you learn of this position? _____
Have you worked at Antelope Valley College before? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, when? _____
Have you ever been or are you currently a member of the Public Employees' Retirement System? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> current
Are there any shifts or hours you are unable to work? <input type="checkbox"/> no <input type="checkbox"/> yes, _____
Have you ever been convicted of a felony? yes <input type="checkbox"/> no <input type="checkbox"/> If yes, please attach a written explanation.
If you are currently employed, may we contact your employer as to your qualifications? <input type="checkbox"/> yes <input type="checkbox"/> no

<u>EDUCATION</u>	
Name/Location of School _____	Graduated? <input type="checkbox"/> yes <input type="checkbox"/> no
High School _____	<u>Major</u> _____ <u>Degree</u> _____
College/University _____	
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)

<u>OFFICE USE ONLY</u>		
Typing _____	Shorthand _____	Library Skills Test _____
Other _____		

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: _____		Your Title: _____	
Duties: _____			
Dates of Employment: _____ to _____ Total Years _____ Full-time _____ Part-time _____			
Current/Ending Salary _____			
Reason for Leaving: _____			

Employer: _____			
Address: _____			
Phone: _____			
Supervisor: _____		Your Title: _____	
Duties: _____			
Dates of Employment: _____ to _____ Total Years _____ Full-time _____ Part-time _____			
Current/Ending Salary _____			
Reason for Leaving: _____			

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Supervisor: _____		Your Title: _____	
Duties: _____			
Dates of Employment: _____ to _____ Total Years _____ Full-time _____ Part-time _____			
Current/Ending Salary _____			
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.



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: _____