

**JPC OFFICE USE ONLY**

Federal Work-Study \$ \_\_\_\_\_

CalWORKs Work-Study \_\_\_\_\_ hours

Non-Work Study Student

VTEA

Non-Student

WIA

WTW

Summer 200\_\_

Fall 200\_\_

Intersession 200\_\_

Spring 200\_\_

Typing Score \_\_\_\_\_

Filing Score \_\_\_\_\_

Verified GPA \_\_\_\_\_



**ANTELOPE VALLEY COLLEGE**

**JOB PLACEMENT CENTER**

**STUDENT / NON-STUDENT  
EMPLOYMENT REGISTRATION FORM**

(This form must be updated at the beginning of each semester)

**JPC OFFICE USE ONLY**

**ON-CAMPUS POSITIONS**

Date \_\_\_\_\_ Job Order No. \_\_\_\_\_

Position Applying For \_\_\_\_\_

Department \_\_\_\_\_

Supervisor: \_\_\_\_\_

**PERSONAL DATA:**

Name: \_\_\_\_\_ Date of Registration: \_\_\_\_\_  
Last First MI

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip

Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_ E-Mail: \_\_\_\_\_

Student: Yes  No  Major: \_\_\_\_\_ Units Completed: \_\_\_\_\_ Units Enrolled: \_\_\_\_\_

- Are you authorized to work in the U.S.? Yes  No
- Have you ever worked at AVC before? Yes  No  If yes, which department(s) and when? \_\_\_\_\_
- If you are currently employed, may we contact your employer as to your qualifications? Yes  No

Please attach an explanation if answering yes to the following question:

- Have you ever been convicted of a felony? Yes  No  (Conviction will not necessarily disqualify an applicant for employment.)
- The Antelope Valley College shall conduct a thorough background investigation on any applicant who has been convicted of any crime prior to any employment at the Antelope Valley College, and may conduct background investigations on any other applicant it deems appropriate prior to any employment.

On-campus student assistants may work a maximum of 20 hours per week. If the student is employed in more than one position, the combined hours worked may not exceed 20. Students must be enrolled in at least 6 units at AVC in order to be employed as student assistants for the fall and spring semesters; in at least 3 units for Intersession and summer semesters. (See special requirements for Federal Work Study and CalWORKs Work Study)

**FOR WHICH SPECIAL PROGRAMS YOU ARE ELIGIBLE? (Please present proof of eligibility for these programs.)**

CalWORKs WORK STUDY  GAIN  TANF  Federal Work Study

Disabled Student Services  Veteran  EDD Enterprise Zone  WIA  Work Experience

**PERSONAL / PROFESSIONAL REFERENCES:**

1. \_\_\_\_\_  
Name Relationship/Position Telephone

2. \_\_\_\_\_  
Name Relationship/Position Telephone

3. \_\_\_\_\_  
Name Relationship/Position Telephone

**SPECIAL SKILLS & QUALIFICATIONS:**

TRANSPORTATION  TYPE: \_\_\_\_\_ WPM  BILINGUAL: \_\_\_\_\_

DRIVER'S LICENSE CLASS \_\_\_\_\_  10 KEY OPERATOR: \_\_\_\_\_ SPM  OTHER: \_\_\_\_\_

HEAVY EQUIPMENT OPERATOR  SOFTWARE KNOWLEDGE: \_\_\_\_\_  
 Type: \_\_\_\_\_

Please list any other special skills and qualifications, course completions, training, and any volunteer or unpaid experiences.

Briefly describe your career goals:

Do you wish to obtain unpaid work experience? Yes  No  Do you wish to earn college credit/units? Yes  No

How many hours per week do you wish to work? \_\_\_\_\_ Lowest acceptable wage: \$ \_\_\_\_\_ hour

**STUDENT POSITIONS ONLY:**

All students must submit the following documentation for on-campus student assistant positions:

- Unofficial transcript and Class schedule for semester seeking employment
- Financial Eligibility Statement (Federal Work Study) or Work Authorization (CalWORKS)
- Résumé (if required) AND Letter of recommendation (if requested)

**EMPLOYMENT HISTORY:**

Begin with your most recent/present employer. Account for all time during the last 5 years, including periods of unemployment.

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Total Years \_\_\_\_\_ Full-time \_\_\_ Part-time \_\_\_  
Current/Ending Salary: \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Total Years \_\_\_\_\_ Full-time \_\_\_ Part-time \_\_\_  
Current/Ending Salary: \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Total Years \_\_\_\_\_ Full-time \_\_\_ Part-time \_\_\_  
Current/Ending Salary: \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Total Years \_\_\_\_\_ Full-time \_\_\_ Part-time \_\_\_  
Current/Ending Salary: \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**PLEASE 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.

\_\_\_\_\_



**ANTELOPE VALLEY COLLEGE**  
JOB PLACEMENT CENTER

**TERMS & CONDITIONS OF SERVICES / AUTHORIZATION FOR RELEASE OF INFORMATION**

"The mission of the Job Placement Center at Antelope Valley College is to provide ongoing, comprehensive assistance to students/alumni of the college and to members of the community in obtaining employment."

Welcome to the Job Placement Center. Our goal is to assist applicants to become fully prepared to search for employment opportunities that are in line with their educational and career objectives. A comprehensive source of employment information and opportunities is available on a daily basis. The staff is involved with a network of companies interested in skilled and motivated applicants for gainful employment and internships.

The Job Placement Center is instrumental in securing on-campus positions for student workers. We work with faculty and administration of all departments in order to place students in positions that will provide work experience in their field of study.

Students must be enrolled and maintain enrollment in at least six units during the fall and spring semesters and maintain a minimum GPA of 2.0. Satisfactory academic progress must be maintained in order to be eligible for on-campus student employment or as directed by individual employer.

In order to register for on- and off-campus employment, job applicants must provide the following:

Students:

- Current class schedule
- Federal Work-Study verification of eligibility
- Unofficial transcript if requested

Non-Students:

- Résumé

When hired on campus and prior to starting work students must present the following documents:

- Original Social Security card
- Picture identification

All job opportunities are posted on the job board in the hall directly outside of the office. The job applicant is not restricted to the number of daily visits.

I hereby authorize the Job Placement Center staff to release information to prospective employers, sponsor, counselor or case manager (as applicable) regarding my entrance and completion dates, attendance record and grade point average. I also authorize the Job Placement Center staff to utilize my employment information for statistical reporting purposes within the Antelope Valley College.

I authorize the Job Placement staff to:

- a) Send, email, and/or fax my résumé to prospective employers
- b) Publish my résumé on the World Wide Web, CaJOBS, or any other Internet job search
- c) Respond to employer's requests for information regarding attendance and grades
- d) Respond to the Job Placement Center's request for employment status

I understand that I will have final approval of the content of the résumé that will be published or presented.

I, the job applicant, understand that the Job Placement Center does not guarantee interviews or employment with any employer, either on- or off-campus.

\_\_\_\_\_  
Job Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
JPC Staff Member

\_\_\_\_\_  
Date

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition or genetic predisposition. Upon request, we will consider reasonable accommodation 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.