



ANTELOPE VALLEY COLLEGE

JOB PLACEMENT CENTER

3041 West Avenue K

Lancaster, CA 93536

Phone (661) 722-6358

Fax (661) 722-6623

OFF CAMPUS JOB ORDER FORM

AVC USE ONLY	
Job #	_____
Date Posted	_____
Date Closed	_____
Job Field	_____

Please print / type clearly

Company Name:		Date:	
Company Address:		State:	
City:		Zip:	
E-Mail Address		Phone:	
Contact Name:		Fax:	

Title	Part time <input type="checkbox"/>	Seasonal <input type="checkbox"/>
Open Position:	Full time <input type="checkbox"/>	Temporary <input type="checkbox"/>
	Internship <input type="checkbox"/>	

How to Apply (Check all that apply)	Call <input type="checkbox"/>	Fax Resume <input type="checkbox"/>	In Person <input type="checkbox"/>	E-mail <input type="checkbox"/>
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Number of positions available: _____	Education level: HS _____ AA/AS _____ Higher _____
Minimum Age _____	Years of experience _____
Will work around class schedule <input type="checkbox"/> Yes <input type="checkbox"/> No	

Schedule	am-pm Hours	Days WK	Wage	\$ _____ Hr.	\$ _____ Mo.
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Qualifications:

Duties:

The job will be posted for 30 days. Please contact the Job Placement Center when the position has been filled. Thank you.

Are you familiar with the Re-entry program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Would you consider hiring someone who is on probation or parole?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

NONDISCRIMINATION ASSURANCE

I confirm that the company I represent is an Equal Opportunity Employer and does not discriminate against job applicants based on race, color, national origin, religion, gender, disability or age. I understand that this nondiscrimination assurance is required in order to be in compliance with the Title VI of the Civil Rights

Acts of 1964 and Title IX of the Education Amendments of 1972 and Antelope Valley College Board Policy 9049.