



## APPLICATION PROCEDURE

To be considered an applicant for a Faculty position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 6:00pm Mon-Thurs and 11:30am on Fridays of the deadline date.

**If any of the listed materials are missing or incomplete, the application will not be considered:**

1. **A completed and signed Antelope Valley College “Full Time Academic Faculty Application”**
2. **Cover letter (addressing your interest and qualifications)**
3. **A letter of intent**, addressing your qualifications for this position
4. **Résumé** or curriculum vitae
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. **Transcripts:**
  - a. **Official documents will be required if the candidate is offered the position.**
  - b. **Transcripts\*** of **ALL** college work that supports and substantiates the requirements of the position. Transcripts must include verification of degrees conferred. **Associate’s, Bachelor’s degree or Doctorate (showing confer date) from an accredited institution. If transcripts are not submitted for a noted degree, the application will be considered incomplete and will not move forward in the recruitment process.**

**\*Note:** Any degree from a country other than the U.S., including Great Britain and Canada must be evaluated by a professional evaluation service. For more information, please go to:

<http://www.avc.edu/administration/hr/employment.html>

The application must be filled out completely and signed. Do not indicate “See Resume” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted

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Application forms are available on the AVC web site [www.avc.edu](http://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

Office hours: Monday-Thursday (7:30am – 6:00pm)  
Friday: (7:30am – 11:30am)

**Faxed or emailed materials cannot be accepted.**

**Unsolicited materials will not be included. Postmarks will not be accepted**

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district’s recommendation for employment.

**Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations. Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees’ Retirement System.**

*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***