



## JOB PLACEMENT CENTER

"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."

### TERMS & CONDITIONS OF SERVICES

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.

By filling out this application you are able to be assisted by our staff and the following services can be provided for you: Resume critique, Resume preparation, Mock Interview, Job Search Strategies, and other Workshops.

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.

The requirements to be a Student Worker are as follows:

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

- Verification of 2.0 GPA and 6 Units enrolled for semester seeking employment.
- Complete registration of College Central Network (includes approved resume).
- Completion of the Student Worker Orientation.
- Financial Eligibility Statement (Federal Work Study) or Work Authorization (CaWORKS). If applicable.

When hired on-campus and prior to starting work, students must present acceptable employment authorization documents, as listed on the I-9 form, along with a completed I-9 packet.

Job opportunities are posted on our online job database: College Central Network. Also, opportunities are located on the job boards in the hall directly outside of the office. The job applicant is not restricted to the number of daily visits.

### AUTHORIZATION FOR RELEASE OF INFORMATION

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 District and the California Community College System.

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, College Central Network, 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.

**JPC OFFICE USE ONLY**

Semester: \_\_\_\_\_

FWS:\$ \_\_\_\_\_

CalWORKs: \_\_\_\_\_

Non-Work Study Student

Typing Score: \_\_\_\_\_ wpm

Filing Score: \_\_\_\_\_ %

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

Units: \_\_\_\_\_



\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date of Application

**COMPLETE THIS APPLICATION NEATLY & THOROUGHLY**

**GENERAL INFORMATION**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Last First MI

E-Mail: \_\_\_\_\_

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

Phone: Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

Student: Yes  No  ID Number: 900- \_\_\_\_\_ Units Completed: \_\_\_\_\_

Declared Major: \_\_\_\_\_ Units Enrolled: \_\_\_\_\_

Briefly describe your career goals: \_\_\_\_\_

Have you ever worked at AVC? Yes  No  If yes, which department(s) and when? \_\_\_\_\_

Are you authorized to work in the U.S.? Yes  No  Do you wish to obtain unpaid work experience? Yes  No

Have you ever been convicted of a felony? Yes  No

Please attach an explanation if answering yes. *(Conviction will not necessarily disqualify an applicant for employment.)*

- AVC may conduct a thorough background investigation on any applicant who has been convicted of any crime prior to any employment on-campus.
- AVC may conduct background investigations on other applicants it deemed appropriate prior to on-campus employment.

**SPECIAL PROGRAMS**

IF YOU ARE ENROLLED CHECK ALL THAT APPLY:  
(Please present proof of eligibility for these programs.)

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Disabled Student Services | <input type="checkbox"/> CalWORKs Work Study | <input type="checkbox"/> Federal Work Study | <input type="checkbox"/> AV Enterprise Zone |
| <input type="checkbox"/> Veteran                   | <input type="checkbox"/> GAIN                | <input type="checkbox"/> TANF               | <input type="checkbox"/> WIA                |

**REFERENCES**

|      |                       |           |
|------|-----------------------|-----------|
| Name | Relationship/Position | Telephone |
| Name | Relationship/Position | Telephone |

**SPECIAL SKILLS & QUALIFICATIONS**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> TRANSPORTATION               | <input type="checkbox"/> TYPE: _____ WPM          | <input type="checkbox"/> 10 KEY OPERATOR: _____ SPM |
| <input type="checkbox"/> DRIVER'S LICENSE CLASS _____ | <input type="checkbox"/> FILING: _____ % ACCURACY | <input type="checkbox"/> OTHER: _____               |
| <input type="checkbox"/> BILINGUAL: _____             | <input type="checkbox"/> SOFTWARE: _____          |   |

Please list any other special skills and qualifications:

**Student Workers MUST:**

- ✓ Maintain enrollment in at least **6** units during fall and spring semesters.
- ✓ Maintain a minimum GPA of **2.0**; satisfactory academic progress must be maintained in order to be eligible for on-campus student employment.
- ✓ 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

| EDUCATION       |                             |  |                      |                |  |
|-----------------|-----------------------------|--|----------------------|----------------|--|
| Type of School  | Name and Location of School |  | Major/ Area of Study | Years Attended | Graduated?<br>(Check one)                                |
| High School     |                             |  |                      |                | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|                 |                             |  |                      |                |  |
| College         |                             |  |                      |                | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|                 |                             |  |                      |                |  |
| Graduate School |                             |  |                      |                | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|                 |                             |  |                      |                |  |
| Other           |                             |  |                      |                | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|                 |                             |  |                      |                |  |

| EMPLOYEMENT  |             |     |     |   |         |
|--|-------------|-----|-----|---|---------|
| <p><b>This section must be completed even though a resumé is attached.</b> Begin with your most recent employer. You may incorporate unpaid experience or any volunteer experience. Account for all time during the last 10 years, including periods of unemployment. Use additional sheets if more space is needed.</p> |             |     |     |   |         |
| Company Name and Address:  | From        |     | To  |   | Duties: |
|  | Mo.         | Yr. | Mo. | Yr.   |         |
|  |             |     |     |   |         |
|  | Salary:     |     |     |   |         |
|  | Title:      |     |     | Reason for Leaving:   |         |
| Telephone:   | Supervisor: |     |     | May we contact employer: Yes <input type="checkbox"/> No <input type="checkbox"/> |         |

|                           |             |     |     |   |         |
|---------------------------|-------------|-----|-----|---|---------|
| Company Name and Address: | From        |     | To  |   | Duties: |
|                           | Mo.         | Yr. | Mo. | Yr.   |         |
|                           |             |     |     |   |         |
|                           | Salary:     |     |     |   |         |
|                           | Title:      |     |     | Reason for Leaving:   |         |
| Telephone:                | Supervisor: |     |     | May we contact employer: Yes <input type="checkbox"/> No <input type="checkbox"/> |         |

|                           |             |     |     |   |         |
|---------------------------|-------------|-----|-----|---|---------|
| Company Name and Address: | From        |     | To  |   | Duties: |
|                           | Mo.         | Yr. | Mo. | Yr.   |         |
|                           |             |     |     |   |         |
|                           | Salary:     |     |     |   |         |
|                           | Title:      |     |     | Reason for Leaving:   |         |
| Telephone:                | Supervisor: |     |     | May we contact employer: Yes <input type="checkbox"/> No <input type="checkbox"/> |         |

|                           |             |     |     |   |         |
|---------------------------|-------------|-----|-----|---|---------|
| Company Name and Address: | From        |     | To  |   | Duties: |
|                           | Mo.         | Yr. | Mo. | Yr.   |         |
|                           |             |     |     |   |         |
|                           | Salary:     |     |     |   |         |
|                           | Title:      |     |     | Reason for Leaving:   |         |
| Telephone:                | Supervisor: |     |     | May we contact employer: Yes <input type="checkbox"/> No <input type="checkbox"/> |         |

| PLEASE READ THIS STATEMENT CAREFULLY BEFORE SIGNING:  |
|---|
| <p>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.</p> |