



Office of Human Resources & Employee Relations

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

Application for Administrative Position

Please print (black ink) or type

Personal Data

Name: _____ Phone: Home: (_____) _____
 Last First MI Bus. (_____) _____
 Address: _____
 Alternate Address: _____ Email: _____

Position Desired: _____
 (from job announcement)

Do you hold a California credential at the community college level? yes [] no []
 Name of Credential(s): _____
 (include subject areas) _____

Has your credential ever been suspended or revoked? yes [] no [] If yes, please attach written explanation

Have you ever been convicted of a felony? yes [] no [] If yes, please attach written explanation.

Have you been dismissed or asked to resign from a position? yes [] no [] If yes, please attach written explanation

Education and Training

List all schools attended, including high school. If requested, applicants should file as complete a transcript as possible of all college work. Unofficial transcripts are acceptable for pre-employment purposes; however, employment offer is contingent upon delivery of official transcripts. If degree is pending, indicate date degree is expected to be awarded.

Name of Institution	Location	Major	Minor	Degree Completed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Administrative Experience

List actual professional experience in chronological order. Use additional sheet if necessary. DO NOT COMPLETE THIS SECTION BY REFERENCING "SEE RESUME"

Employer	Location/ City-State	Dates of Employment	Position/ FT or PT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Teaching Experience (if applicable)

List actual professional experience in chronological order. Use additional sheet if necessary. **DO NOT COMPLETE THIS SECTION BY REFERENCING "SEE RESUME"**

Employer	Location/ City-State	Dates of Employment	Position/ FT or PT

References

In addition to the required letters of recommendation, please list at least three current references from supervisors who have first-hand knowledge of your administrative ability, technical skill, character, and personality.

Name	Address/Phone Number	Position
1.		
2.		
3.		

Special Qualifications

Indicate special studies, honors, experience, travels, offices held, special abilities, or any information that would be helpful in considering your application as it relates to this position. List special licenses held or certificate programs completed; professional organizations to which you belong. (attach additional page if necessary)

I hereby certify that the statements on this application are true and complete to the best of my knowledge and belief. I understand that any false statements or omission of pertinent information shall be cause for dismissal.

I consent to your seeking information from the above employers as indicated as to my ability, personality, and character, and I hereby release from any liability all persons and organizations furnishing such information. Employees of Antelope Valley College are required to submit to fingerprinting that will be checked by law enforcement agencies.

_____ **Date**

_____ **Applicant Signature**

Pursuant to Section 504 of the Rehabilitation Act of 1973 as amended and Section I of the Americans with Disabilities Act, disabled persons who believe they need reasonable accommodations or help in order to apply or perform the necessary duties of a position may contact the Office of Human Resources at Antelope Valley College. Antelope Valley College is an Equal Employment Opportunity/Affirmative Action, Title IX, Section 504 Employer

Employee Demographic Data Elements

To assist us in assessing the effectiveness of our Equal Employment program **and commitment to diversity and inclusion**, please complete the following survey. This information is kept separate and confidential **from your employment application** 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: _____

1. GENDER IDENTITY: Female Male Prefer to self-describe _____

2. RACE & ETHNICITY:

Are you Hispanic or Latino? Yes No If Yes, please check a box below:

- Mexican, Mexican-American, Chicano
- Central American
- South American
- Hispanic Other

What is your race/ethnicity?

- American Indian/Alaskan Native
- Black/African American
- Asian/Pacific Islander
- Hispanic
- White Non-Hispanic
- Multi-Ethnicity
- Other/Unknown

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 (661) 722-6311.

4. How DID YOUR 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)
 - Other
- _____

