



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

CLASSIFIED EMPLOYMENT APPLICATION

Please print (black ink) or type

NAME \_\_\_\_\_

Last

First

Middle

ADDRESS \_\_\_\_\_

Street

City

Zip

PHONE \_\_\_\_\_ (msg./work #) \_\_\_\_\_

EMAIL \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

DATE: \_\_\_\_\_

Are you authorized to work in the U.S. without restriction? [ ] yes [ ] no
(Candidates selected for employment will be required to provide proof of eligibility pursuant to INS regulations)

How did you learn of this position? \_\_\_\_\_

Have you worked at Antelope Valley College before? [ ] yes [ ] no If yes, when? \_\_\_\_\_

Have you ever been or are you currently a member of the Public Employees' Retirement System? [ ] yes [ ] no [ ] current

Are there any shifts or hours you are unable to work? [ ] no [ ] yes, \_\_\_\_\_

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

If you are currently employed, may we contact your employer as to your qualifications? [ ] yes [ ] no

EDUCATION

Name/Location of School

Graduated? [ ] yes [ ] no

High School

Major

Degree

College/University

College/University

Other Education/Training

In addition to your work history (on reverse), what other experiences, skills, or qualifications would especially fit you for this position? \_\_\_\_\_

Languages you read, speak, and write fluently: \_\_\_\_\_
(optional unless specified as requirement in job announcement)

OFFICE USE ONLY

Typing \_\_\_\_\_

Shorthand \_\_\_\_\_

Library Skills Test \_\_\_\_\_

Other \_\_\_\_\_

**EMPLOYMENT INFORMATION**

**This section must be completed even though a resumé is attached.** Begin with your present employer and work back. Account for all time during the last 10 years, including periods of unemployment. Use additional sheets if more space is needed.

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Supervisor/Title: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Total Years \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Total Years \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Total Years \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Total Years \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**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.

\_\_\_\_\_  
Signature of Applicant

*Employees of Antelope Valley College are required to submit to fingerprinting which will be checked by law enforcement agencies.*

**Pre-employment**  
**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 \_\_\_\_\_

