

References:

Please list at least three references from individuals who have first-hand knowledge of your ability, character, personality, and scholarship.

Name	Address/Phone	Title
1.		
2.		
3.		

Special Qualifications:

Please list special studies, honors, offices held, special abilities, or other information you feel would be helpful in considering your application for employment.

It is the policy of Antelope Valley College to contact present and former employers to verify employment and to obtain information regarding your qualifications.

Antelope Valley College reserves the right to contact institutions regarding validity of transcripts provided by the applicant.

I hereby certify that the statements on this application are true and complete to the best of my knowledge and belief.

If selected for a position, I understand I must submit official transcripts of all college work and agree to fingerprinting to be submitted to law enforcement agencies.

I understand candidates for employment must provide proof of eligibility of work authorization in the U.S. pursuant to INS regulations.

Signature

Date

Falsification of any part of this application will be cause for rejection or dismissal from employment.



Office of Human Resources & Employee Relations

SUPPLEMENTAL EQUIVALENCY REQUEST

To be used **ONLY** when requesting equivalency evaluation.

Applicant's Name (please print)

Division/Department

Please carefully review the approved equivalency for this discipline and provide documentation for those areas requiring verification

1. Degree

Discipline for which you claim equivalency): _____

2. Educational Preparation

Indicate the educational preparation on which you base this claim for the discipline (major):

3. Relevant Courses*

Indicate the relevant courses you have taken or other objective evidence that verifies you have the equivalent of the General Education portion for a college degree: _____

4. Work Experience**

Describe in detail what you believe establishes equivalency to the minimum qualifications. If you are using work products or other objective items that cannot be submitted, provide *detailed* information from objective sources about the nature of this work product or experience: _____

*Unofficial transcripts or photocopies of transcripts will be accepted to establish equivalency. However, official transcripts will be required if the candidate is offered the position.

**If you are using publications or other objective work products, you must submit documentation; if not possible, please explain.

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 _____

