



**References:**

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

<b>Name</b>	<b>Address/Phone</b>	<b>Title</b>
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.*

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**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.***





**ANTELOPE VALLEY COLLEGE**

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 expl



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**Pre-employment Data**

**Please provide the following information. This information will not be used or viewed during any part of the application process. It is gathered for mandated equal employment opportunity compliance research purposes only.**

**Position applied for:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Race & Ethnicity:**

- |                              |  |
|------------------------------|--|
| _____ Chinese                | _____ Black, Non-Hispanic                |
| _____ Asian Indian           | _____ Filipino                           |
| _____ Japanese               | _____ Hispanic                           |
| _____ Korean                 | _____ American Indian/<br>Native Alaskan |
| _____ Laotian                | _____ White, Non-Hispanic                |
| _____ Cambodian              | Other: _____                             |
| _____ Vietnamese             |  |
| _____ Other Asian            |  |
| _____ Guamanian              |  |
| _____ Hawaiian               |  |
| _____ Samoan                 |  |
| _____ Other Pacific Islander |  |

**Gender:**

- \_\_\_\_\_ Female (1)
- \_\_\_\_\_ Male (2)

**Advertisement:**

**How did you find out about this job?**

- \_\_\_\_\_ Antelope Valley Press
- \_\_\_\_\_ Chronicle of Higher Education
- \_\_\_\_\_ Friend/Relative/Antelope Valley College Employee
- \_\_\_\_\_ Job Fair (LAX)
- \_\_\_\_\_ Job Fair (San Francisco)
- \_\_\_\_\_ Other (Please indicate source below):
- Trade or Professional Publication: \_\_\_\_\_
- Community Organization: \_\_\_\_\_
- Other Internet Web site: \_\_\_\_\_