



**ANTELOPE VALLEY COLLEGE**

Office of Human Resources

3041 West Avenue K

Lancaster CA 93536

(661) 722-6311

**SHORT TERM EMPLOYMENT APPLICATION**

Please print using black ink or a typewriter

<b>NAME</b> _____			
Last	First	Middle	
<b>ADDRESS</b> _____			
Street	City	Zip	
<b>PHONE</b> _____	(msg./work #) _____	<b>EMAIL</b> _____	

**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 resume' 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 _____ Current/Ending Salary _____ Reason for Leaving: _____

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**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.



ANTELOPE VALLEY COLLEGE  
Office of Human Resources & Employee Relations

Pre-employment  
Employee Demographic Data Elements

To assist us in assessing the effectiveness of our Equal Employment program, please complete the following survey. This information is kept separate and confidential 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: \_\_\_\_\_ Date: \_\_\_\_\_

1. GENDER:  Female  Male

2. RACE & ETHNICITY:

Are you Hispanic or Latino? Yes  No

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

What is your race/ethnicity? (Check all that apply.)

- Asian Indian
- Chinese
- Japanese
- Korean
- Laotian
- Cambodian
- Vietnamese
- Filipino
- Asian Other
- Black or African American
- American Indian/Alaska Native
- Guamanian
- Hawaiian
- Samoan
- Pacific Islander Other
- White

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.

4. HOW DID YOU 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)
- Job Fair (San Francisco)
- Other: \_\_\_\_\_