



ANTELOPE VALLEY COLLEGE
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 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	Salary
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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	Salary

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

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ANTELOPE VALLEY COLLEGE

Pre-employment Data

Date: _____

Position applied for: _____

Please provide the following information. This information will not be used or viewed during any part of the application process; it is being gathered for mandated affirmative action compliance research purposes only.

Race & Ethnicity

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

Gender

_____	Female (1)
_____	Male (2)