



**ANTELOPE  
VALLEY  
COLLEGE**

**JOB PLACEMENT CENTER**  
 3041 West Ave K  
 Lancaster, CA 93536  
 Phone (661) 722-6358  
 Fax (661) 722-623  
 Email: [jpc@avc.edu](mailto:jpc@avc.edu)

# OFF CAMPUS JOB ORDER FORM

<u>AVC USE ONLY</u>
Job #:
Date Posted:
Date Closed:

*Please print / type clearly*

Company Name:	Date:
Company Address:	State:
City:	Zip:
E-Mail Address:	Phone:
Contact Name:	Fax:

Title	Part Time	Internship	Seasonal
Open Position	Full Time		Temporary

How to Apply	Call	Fax Resume	In Person	E-Mail
Check all that apply				

Number of positions available	Education Level	Minimum Age
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Scheduled Hours:	Scheduled Days:	Wage: \$	Hr.	Mo.
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<b>Minimum Qualifications:</b>

<b>Duties:</b>

<p><i>Are you familiar with the Re-entry program?</i></p> <p><i>Would you consider hiring someone who is on probation parole?</i></p>
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The job will be posted for 30 days. Please contact the Job Placement Center when the position has been filled. Thank you.

**NON DISCRIMINATION ASSURANCE**

I confirm that the company I represent is an Equal Opportunity Employer and does not discriminate against job applicants based on race, color, national origin, religion, gender, disability or age. I understand that this nondiscrimination assurance is required in order to be in compliance with the Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and Antelope Valley College Board Policy 9049.