



Application for Career Services

The Career Services Office offers planning and placement services to graduating students in the certificate, diploma, and associate degree programs. These services include seminars and workshops in preparation of a resume, development of interviewing skills, informal meetings with employer representatives and a campus recruitment program that attracts representatives from business, government and educational institutions. In addition, a Job Coach and Career Evaluator in Career Services work with students on an individual basis. **Please provide career services with a copy of your current resume as soon as possible.**

Name: _____ Student ID#: _____ Date: ___/___/___

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Email: _____

Preferred method of contact: phone email Term of Completion: Summer Fall Spring Year: _____

Program: _____ Certificate Diploma Degree

Employment Desired: _____

How many miles are you willing to travel one-way? _____ Do you have reliable transportation? Yes No

List equipment you can operate or special skills you possess: _____

Lowest salary you will accept: \$ _____ per hour full time part time

Is there any shift you will NOT work? Yes No If yes, please explain: _____

Is there any condition or situation that may hinder your employment opportunities? Yes No Will Discuss