



8820 EAST PINE STREET
 POST OFFICE BOX 582833
 TULSA, OKLAHOMA 74158-2833
 (918) 836-6886 • FAX: 831-5234

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Name: _____ SS#: _____

COMMITMENT AGREEMENT

Spartan College of Aeronautics and Technology has found that a student's success in college is NOT determined by how much he or she knows, but rather by the effort that a student puts forth and how well he or she follows through with specific goals.

Therefore,

BY COMMITTING TO THE FOLLOWING ACTIONS, YOU WILL ENSURE YOURSELF SUCCESS AS AN APPLICANT AND A GREAT BEGINNING AT SPARTAN COLLEGE OF AERONAUTICS AND TECHNOLOGY.

- 1) I will tour the campus or attend an Open House by _____ date
- 2) I will forward a copy of my high school diploma or a copy of my GED to Spartan by _____ date
- 3) I will forward a copy of my ACT/SAT/ASVAB scores to Spartan by _____ date
- 4) I will complete my financial aid online or return to Spartan by _____ date
- 5) I will forward my housing deposit to Spartan by _____ date
- 6) I agree to return my **Confirmation Card** to Spartan upon receipt _____ initials

It is very important that you contact your Admissions Representative right away if you have difficulty in meeting your commitments.

EMPLOYMENT PROFILE

<input type="checkbox"/> While attending school I will NOT need to work. My parents/guardian will support me with \$ _____ per week. _____ Parent/Guardian (_____) _____ Parent/Guardian phone number	<input type="checkbox"/> While attending Spartan I will need employment. I commit to working _____ hours per week. Please prepare and bring a resume to registration. Suggestions and a sample resume are on the reverse side of this form.
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Last Employer: _____ Job Title: _____

Duties: _____ Ending Rate of Pay: _____

I would like to work in the following type of job (please rank 1-12):

- | | | | | |
|----------------|---------------|-------------------|--------------|-------------|
| ___ Automotive | ___ Fast Food | ___ Manufacturing | ___ Clerical | ___ Grocery |
| ___ Mechanical | ___ Computer | ___ Hotel | ___ Medical | ___ Docking |
| ___ Janitorial | ___ Warehouse | ___ Other | | |

I will need job assistance for my spouse. Spouse's Work Experience: _____

_____	_____	_____
Representative's Signature	Student's Signature	Parent's Signature (Dependent Applicant)
_____ date	_____ date	_____ date

WE'RE HERE TO HELP!

White copy to school Yellow copy to representative Pink copy to applicant

INFORMATION AND SUGGESTIONS ON A JOB SEARCH FOR NEW STUDENTS

1. Have your resume or info (such as business names, job titles, duties, and dates) ready when you arrive in Tulsa for registration.
2. You will need 2 forms of picture I.D., a valid drivers license and, if you are planning on a job that includes driving, you may need a copy of your motor vehicle record.
3. Be willing to accept a lower paying job for the purpose of coordinating your class hours with work schedule.
4. Accepting a job readily will enable you to continue looking while you earn a paycheck.
5. The cost of living in Oklahoma may be lower than you are accustomed to, as a result, the rate of pay may not be as high in Tulsa as other areas of the country.
6. Know that jobs are plentiful and employers, as a whole, like Spartan students because of their good work ethic and dependability.
7. A seamless employment possibility is to ask your current employer for a transfer to a store or company in Tulsa or surrounding areas. (i.e., Sears, U.P.S., Wal-Mart, etc.)
8. You may want to wait to get a phone until you are sure where you will be housed permanently. If you do not have a phone, you may leave the student employment number for employer messages, 831-5358. It is your responsibility to contact the office before classes begin for messages. After classes begin, messages will be sent to instructors but you still may want to double check with the office.
9. Please be considerate and provide your current employer notice when resigning a position. Leaving a good impression is always important.
10. Nearly all employers drug test. If you are taking any prescription or non-prescription medication, be sure you take the employer a list.

SAMPLE RESUME

<p>Your Name Address City, State, Zip Code</p> <p>Phone number, pager or message number. <i>(Please indicate pager or message number)</i></p> <p>Objective: To obtain employment while attending college.</p> <p>Work History: <i>(Start with most recent job and list backwards)</i></p> <p>Dates: 1/99 -10/99 <i>(if currently employed, 1/00 - present)</i> Company - City, State Job title: Duties:</p> <p>Education: Spartan College of Aeronautics and Technology - Tulsa, OK Aviation Maintenance Technology <i>(or whatever program you are in)</i></p> <p>High school - City, State</p> <p>Accomplishments, awards or any title that is appropriate: <i>(List any major accomplishments, student council president, football player, honor roll for grades or attendance or anything else outstanding).</i></p>
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Keep in mind, your resume is an overview to market your qualifications and not a life history. Anything that will impress a potential employer should be included. Keep it to one (1) page only.