

Graduate Career Center: Employment Assistance

SECTION 1

Last Name _____ First _____ I. D. # _____
 Graduation Date _____ Program Of Study _____ License Ratings _____
 Permanent Address _____ City _____ State _____ Zip _____
 Permanent Phone: (____) _____
 Phone # After Graduation: _____
 E-Mail Address _____
 Alternate Contact Name _____ Phone # (____) _____
 Alternate Contact Name _____ Phone # (____) _____

Section 2

Complete this section if you have secured **employment** in your field (or otherwise) or are continuing your **education**.

Employer's Name _____
 Address _____
 City _____ State _____ Zip _____ Position/Title _____
 Start Date _____ Starting Wage _____ Phone _____
 Supervisor _____

OR School's Name _____
 Address _____
 City _____ State _____ Zip _____ Program _____

Section 3

List the locations (city and/or state) where you **prefer** to work.

List License/Ratings _____

Section 4

I, the undersigned, give permission to the Career Center to release information as may be contained in my student files as is deemed necessary or appropriate in assisting me in obtaining employment. I also understand that any results from this information will not be SPARTAN'S responsibility.

Date: _____ Signature: _____

If you do not want placement assistance, please choose from the reasons below and sign.

Reason for Waiver: (Circle One)

Continuing Education Foreign National Medical Disability Other _____



EMPLOYMENT VERIFICATION

GRADUATE CAREER SERVICES

918-831-5388

918-831-5344-Fax Email: damon.bowling@spartan.edu

Please fax response to: (918) 831-5344

Attention: Human Resources Department

I, the undersigned, give permission to the Career Services Department of Spartan College of Aeronautics and Technology to request employment verification and salary information as may be contained in my employee file and as is deemed necessary or appropriate in assisting the college in obtaining placement records.

Date: _____

Signature: _____

Printed: _____

OFFICE USE ONLY

Name of Employee: _____

Employee's Title: _____

Name of Employer: _____

Employer Signature: _____

Date of Hire: _____

Salary: _____



ENROLLMENT VERIFICATION

ATTN: STUDENT RECORDS DEPARTMENT

I, the undersigned, give permission to the Career Services Department of Spartan College of Aeronautics and Technology to request enrollment verification as may be contained in my student file and as is deemed necessary or appropriate in assisting the college in obtaining enrollment records.

Date: _____ Student Name: _____

Signature: _____

OFFICE USE ONLY

Date Enrolled: _____

Name/Address of College: _____

Signature of College Official: _____

Title: _____

Please fax response to: (918) 831-5344

SPARTAN COLLEGE OF AERONAUTICS & TECHNOLOGY
GRADUATE CAREER SERVICES

918-831-5388 Damon Bowling

Email: damon.bowling@spartan.edu

918-831-5344 Fax

(**DOWNLOAD THIS TEMPLATE IN WORD AT WWW.SPARTAN.EDU/GCS**)

FLIGHT GRADUATE

78259 S. Flight Drive, Apt. Z, Tulsa, OK 74115
918-555-5555 or Spartan_Rocks@Flightcampus.com

OBJECTIVE: Seeking employment as a Certified Flight Instructor or other pilot position I may qualify.
Willing to relocate and train in any aircraft necessary.

CERTIFICATIONS & RATINGS:

- Instrument Rated, Commercial License
- Commercial Pilot with Instrument Rating, Single Engine Land
- CFI & CFII ????????
- Multi-Engine Rating???????
- FAA Class II Medical Certificate

FLIGHT TIME (AS OF XX/XX/XXXX)

Total Time:	262	Instrument:	23	Pilot in Command:	52
Cross-country:	54	Night:	25	Sim.	13
Multiengine:					

EDUCATION:

Spartan College of Aeronautics and Technology, Tulsa, OK
ASSOCIATE OF APPLIED SCIENCE, AVIATION FLIGHT

Graduation: August, 2013

EMPLOYMENT HISTORY:

Restaurant A, Tulsa, OK
Server

00/0000 – 00/0000

- Customer Service
- Ensure customer's order is correct
- Cashier
- Maintain a clean and safe work area

Call Center, Tulsa, OK
Credit Card Division

00/0000 – 00/0000

- Customer Service
- Explain customer's account
- Take payments
- Resolve billing/credit issues

SKILLS

- Excellent written, oral and presentation skills.
- Excellent Customer Service skills.
- Excellent computer skills?????
- Multi lingual – English, French and Spanish.?????????Ability to problem solve