**Career Services Graduation Packet**

Spartan College will make every effort to assist students in securing meaningful work in education-related fields upon graduation. **The College does not guarantee employment** and obtaining a position in a career field is the graduate’s responsibility. In order to assist students most effectively, the Career Services staff must have your full participation in your career search. Failure to actively follow the guidelines indicated in this agreement will negatively affect our ability to assist you in securing meaningful employment.

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| --- | --- | --- | --- |
| **Contact Information**  [Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.] | | | |
| **Name:** |  | **Degree:** | Dipl Assoc Bach |
| **Address:** |  | **Program:** |  |
| **City, State, Zip:** |  | **Grad Date:** |  |
| **Home Phone #:** |  | **Cell Phone #:** |  |
| **Permanent Email:** |  | **Facebook:** |  |

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| --- | --- | --- | --- |
| **Additional Contact Information** | | | |
|  | **Contact One** | **Contact Two** | **Contact Three** |
| **Name:** |  |  |  |
| **Relationship:** |  |  |  |
| **Home Phone:** |  |  |  |
| **Cell Phone:** |  |  |  |
| **Work Phone:** |  |  |  |
| **Address:** |  |  |  |
| **City, St, Zip:** |  |  |  |

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| **Professional Interest Information** | |
| **Companies you are interested in pursuing:** |  |
| **Types of positions you are interested in pursuing:** |  |
| **Would you consider relocation? Where?** |  |
| **When will you begin your job search?** | **When are you available to begin work?** |
| **Do you have a car?** Yes No | **Do you have a good driving record?** Yes No |
| **Transportation needs:** | **Child Care needs:** |
| **Are you bilingual?** No Yes list language(s): | |
| **I would like to meet to discuss challenges with:**  Criminal History Drug Screen Credit Check Other: | |
| **Please list any other information that may be helpful to assist in your job search:** | |

**Employment Assistance Agreement**

**Per your enrollment agreement with Spartan College, please read and sign off on the Spartan College employment assistance guidelines:**

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| * While actively seeking employment, I will keep in touch with my Career Services representative at least once a month |
| * I understand that it is my responsibility to research, apply and follow up on employment leads |
| * I agree to notify Career Services staff immediately concerning an address, telephone and/or email address change |
| * If for any reason I have changes to my resume, I will send the Career Services at Spartan College my most updated resume for them to have on file. |
| * I agree to treat interviews in a professional manner which includes: arrive at all interviews on time and in appropriate, professional attire, and notify the potential employer and Career Services staff in advance if I am not able to attend an interview opportunity. |
| * I authorize Spartan College to:   + Provide potential employers with my resume and cover letter   + Verify my employment with my current and future employers, and I understand that Spartan College and accreditation agencies may utilize third party organizations to conduct employment verifications   + Contact institutions to authorize the release of relative documentation verifying continuing education |
| * I authorize Spartan College to contact me in order to ask for potential future testimonials about my experiences at Spartan College and / or future work experiences |
| * I agree to notify Career Services staff if for any reason I become temporarily unavailable for employment |
| * I understand that future career assistance will be available to me upon request, and that I must continue to abide by the guidelines outlined in this agreement |
| * I will inform Career Services staff immediately upon obtaining employment, and will provide employer contact information |
| **I acknowledge that I have read and understand the requirements of the employment assistance agreement** |

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Print Name

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Signature Date

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| --- | --- | --- | --- | --- | --- |
| **Employment Information**  *Please fill out all information below for either: Part Time, Full Time, or Pending Employment* | | | | | |
| **Name:** |  | **Program:** |  | **Graduation Date:** |  |

**I am unemployed** and require Spartan’s assistance in finding employment in my education-related field

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| **I am unable to work** at this time due to the following reason: (check one) | | | | |
| Medical/include dates: | | Incarceration |  |  |
| Military Service | | International Status/Visa Restrictions | | |
| Continuing Education (complete below) | | Continuing Education – ESL (complete below) | | |
| Continuing School: |  | | Phone: |  |
| Program: |  | | Start Date: |  |

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| --- | --- | --- | --- | --- |
| **I am employed** at the company listed below**:** | | | | |
| Company Name: |  | Your Title: |  | |
| Company Address: |  | Salary: |  | (Check One) Annual Hourly |
| City, State, Zip: |  | Start |  | (Check One) Full Time Part |
| Supervisor Name: |  | How did you learn about this job?  From Career Services (job lead, career fair, networking event, etc.)  On my own | | |
| Supervisor Phone #: |  |
| Supervisor Email: |  |
| Supervisor Fax: |  |
| Job Skills and Responsibilities: | | | | |

**I acknowledge that I have read and understand the requirements of the employment assistance agreement. In addition, I attest that all the information above is true and accurate. No matter what my employment status is above, I understand that employment assistance is always available to me from Career Services at any time upon request.**

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| **Signature** | **Date** |

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| ***Career Services Use Only****: Employment Verification (use first and last name)* | | | | |
| Employer Verifier Name: |  | | Date Verified: |  |
| Verifier Title: |  | | Career Services Verifier: |  |
| Verifier Phone Number: |  | Verbal Verification Written Verification  (send follow-up email) (attach written documentation) | | |