



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. 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.

Contact Information			
Student Name:		Degree Level:	<input type="checkbox"/> Diploma <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors
Mailing Address:		Program:	
City, State, Zip Code:		Graduation Date:	
Permanent Email:		Primary Phone #:	
LinkedIn Account		Secondary Phone #:	

Additional Contact Information			
	Contact One (Required)	Contract Two (Optional)	Contact Three (Optional)
Name:			
Relationship:			
Primary Phone #:			
Secondary Phone #:			
Address:			
City, State, Zip code:			

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 vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a good driving record? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you bilingual? <input type="checkbox"/> Yes <input type="checkbox"/> No List language(s):	
I would like to meet to discuss challenges with: <input type="checkbox"/> Background Check (Criminal History) <input type="checkbox"/> Drug Screen <input type="checkbox"/> Credit Check <input type="checkbox"/> 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:

- 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.
 - Verify my salary with my current and future employers
 - Contact institutions to authorize the release of relative documentation verifying continuing education
- I authorize Spartan College to contact me 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

Student Name (Print)

Student Signature

Date

Employment Information
Please fill out all the information below for either: Part Time, Full Time or Pending Employment

Name:		Program:		Graduation Date:	
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I am unemployed and require Spartan’s assistance in finding employment in my education-related field

I am unable to work currently due to the following reason: (check one)

<input type="checkbox"/> Medical/Include dates:	<input type="checkbox"/> Incarceration
<input type="checkbox"/> Military Service	<input type="checkbox"/> International Status/Visa Restrictions
<input type="checkbox"/> Continuing Education (complete below)	

Continuing School:		Phone #:	
Program:		Start Date:	

I am employed or have a job offer at the company listed below within industry:

Company Name:		Job Title:	
Company Address:		Date of Initial Employment:	
Supervisor Name:		Starting Salary:	
Supervisor Contact Information:		Is this employment in your field of training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How did you learn about this job: <input type="checkbox"/> From Career Services (job leads, career fair, networking event, etc.) <input type="checkbox"/> On my own		Are you currently employed with this company? <input type="checkbox"/> Yes <input type="checkbox"/> No Last Date of Employment: ___/___/_____	

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.

Signature: _____

Date: _____