

Spartan College will make every effort to assist students in obtaining training-related employment; however, the College does not guarantee employment or salary, as securing a position is ultimately the student's responsibility. Active student participation is essential to the process.

Contact Information			
Student Name:		Degree Level:	Diploma Associate Bachelor's
Mailing Address:		Program:	
City, State, Zip Code:		Graduation Date:	
Permanent Email:		Primary Phone #:	
LinkedIn Account		Secondary Phone #:	

Additional Contact Information			
	Contact One (Required)	Contact 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:	

- Spartan does not guarantee job placement or salary.
- Students are responsible for their job search, including researching, applying, and following up on employment leads.
- Spartan provides job placement support, such as resume assistance, interview preparation, and access to potential job leads.
- Spartan is required to verify employment-related information. This includes verifying information about certifications, continuing education, and other statuses used for regulatory reporting and employment-related rate calculations.
- While seeking employment, students agree to stay in contact with Career Services at least once a month. Additionally, any updates related to interviews, changes in resume, contact information (address, phone number, email), employment status, or availability for employment should be communicated as soon as practical to support Career Services in providing effective assistance.
- Students agree to attend interviews in a professional manner, arriving on time in appropriate attire, and notifying both the potential employer and Career Services in advance if they cannot attend.
- Upon obtaining employment, students will promptly provide Career Services with employer contact information, including company name, address, telephone number, job title, job duties (if necessary to demonstrate alignment with program training), salary, hours worked, date of initial employment, and supervisor.
- Ongoing career assistance will be available upon request, provided students continue to follow these guidelines. Failure to adhere to this agreement and College Catalog rules and expectations may result in the loss of access to employment assistance and refresher courses.

Authorization:

By signing this document, I acknowledge that I understand the guidelines and I authorize Spartan College, without expiration unless revoked in writing, to:

- Share my resume and cover letter with potential employers.
- Verify my contact information, current and future training-related employment information (including company name, address, telephone number, job title, job duties if necessary to demonstrate alignment with program training, salary, hours worked, date of initial employment, and supervisor), certifications/ licensures, credentials, continuing education and other information related to statuses used for regulatory reporting and employment-related rate calculations.
- Use third parties to verify the above information, including authorizing third parties to contact me or my employer.

Student Name (Print)

Student Signature

Date

Employment Information			
<i>Please fill out all the information below.</i>			
Name:		Program:	Graduation Date:

☐ I am unemployed and require Spartan's assistance in finding employment in my training-related field

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

☐ Medical/Include dates: ☐ Incarceration
☐ Military Service (Include Orders) ☐ International Status/Visa Restrictions
 Continuing Education (complete below)

Continuing School:		Phone #:	
Program:		Start Date:	

☐ I am employed or in a training-related job or have a job offer at the company listed below: **Verification cannot be completed until after you start the position*

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 have read, understand, and agree to the terms of the employment assistance agreement. I confirm that all information provided above is true and accurate. I acknowledge that if my circumstances change, I may request continued employment assistance as needed.

Signature: _____

Date: _____