BALDWIN COUNTY'S AND ALABAMA'S GULF COAST COMMUNITY COLLEGE

1900 HWY. 31 SOUTH

BAY MINETTE, ALABAMA 36507-2698

OFFICE OF THE VICE PRESIDENT
OF INSTITUTIONAL ADVANCEMENT AND STUDENT DEVELOPMENT

Dear Graduate:

As you near the completion of your program at Faulkner State, we congratulate you on your accomplishment and wish you well as you embark on your future endeavors. Since you have taken great strides to prepare for your career, by acquiring specialized knowledge that will enable you to perform your selected vocation in a competent manner, we would like to do our part by assisting you in securing gainful employment. Toward this goal, Faulkner State has developed a Job Placement Office located in The Success Center in the Division of Student Development on the Bay Minette Campus.

As a brief overview, the primary purpose of the Job Placement Office is to assist students in job placement and to provide job related information from various sources and resources. The Career Development/Job Placement Office is kept current with the latest information regarding the supply and demand for workers in our economy. Other services include printed material on: resume writing, interviewing skills, and career options. All graduating students are encouraged to visit the Student Development webpage at the College's website, download the documents, complete the forms, attach the necessary documents, and mail the packet to the Division of Student Development. After you have completed the forms, a counselor/advisor will commence the process of assisting you in securing job prospects. Let's make your job placement experience an adventure!

Provided you have any questions regarding the Job Placement Office, please contact the Division of Student Development at (251) 580-2185.

Again, congratulations on your success!

Very truly yours,

Brenda J. Kennedy

Brenda J. Kennedy, Ed.D.
Vice President of Institutional Advancement & Student Development

JOB PLACEMENT OFFICE
1-800-231-3752, EXT. 2185
251-580-2185

Dear Registrant:

Your college job placement service is the most important tool in your job-seeking campaign. The attached forms will constitute your permanent job placement folder. When completed, it should be a concise, truthful word picture of you and your qualifications. All forms should be neat and error-free as they will not be edited in this office.

PERSONAL RESUME FORM: List schools attended and work experiences (Part-time or Full-time) in reverse chronological order. List grade point averages (GPA) on a 4-point scale (A=4, B=3, C=2, D=1). Include military service in the work experience section.

Select your references with care. It is important that the references listed know you and have given you permission to use their names. Faculty and previous employers are preferred.

SUMMARY OF COURSES AND CREDIT: This form should include a listing of all courses previously taken and those scheduled to be completed upon graduation.

REFERENCE FORMS: Two (2) references are required to complete your job placement folder. Reference forms should be distributed by you to those individuals you have selected as your references. Please advise each reference to return the form to FSCC Job Placement Office upon completion.

AUTHORIZATION RELEASE FORM: In order to release information contained in your job placement file to a prospective employer, it is necessary that you sign the authorization release form. This requirement is in accordance with the 1974 Educational and Privacy Rights Act.

It is important that you let us know when you accept employment, go to a four-year school, or enter military service so we can keep your file updated. **Remember, your file will remain active for one year after the date the personal resume form is signed.** You must let the Job Placement Office know if you wish to remain in the active files after that date.

It is imperative that you notify the Job Placement Office when you change your address or telephone number.

Please ask for our assistance in your job placement activities. Happy Job Hunting!

Brenda J. Kennedy, Ed.D.
Dean of Student Development

JOB PLACEMENT OFFICE
1-800-231-3752, EXT. 2185
251-580-2185

APPLICATION

Personal Information

Name: _____
Last First Middle

Address: _____
Street

_____
City State Zip Code

Phone: _____
Area Code Number

Education

Colleges or Technical Schools:
(Please attach a copy of your unofficial transcript – Student's copy)

INSTITUTION	*DATES ATTENDED*	*DEGREES, CERTIFICATES, CREDIT HOURS EARNED*

JOB PLACEMENT OFFICE
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251-580-2185

Date:_____

This is to authorize the release of any and all information and data found in my job placement file located in the Career Development/Job Placement Center at Faulkner State Community College. This information should be made available to any prospective employer or his/her designated representative. This authorization is for the purpose of obtaining employment, and I fully understand the necessity of a potential employer having access to this information.

_____
PRINTED NAME

_____
SIGNATURE