



## Career/Employment Center

### "Applying for Posted Jobs"- Procedures for Students & Alumni

Current LACCD students and recent graduates (within five years) are eligible

#### **New Applicant (first time receiving a referral)**

1. Visit online job board (<http://www.lattc.edu/services/employment-career-services/employment-opportunities>) to view available listings, and note the job number (s) for the position (s) of interest\*
2. Complete the student application (currently taking classes) or alumni application (graduated from LACCD) located on the "employment opportunities" page
3. Email your completed application, class schedule (or certificate/degree), current resume\*\* and job number (s) to [Sec@lattc.edu](mailto:Sec@lattc.edu) (use "job referral" as the subject)
4. Center staff will follow-up within 48-hours

#### **Returning Applicant (previously received a referral)**

1. Visit online job board (<http://www.lattc.edu/services/employment-career-services/employment-opportunities>) to view available listings, and note the job number (s) for the position (s) of interest\*
2. Email the job number (s) to [Sec@lattc.edu](mailto:Sec@lattc.edu) (use "job referral" as the subject)
3. Center staff will follow-up within 48-hours

\*You must meet the requirements of the posted position and, if currently enrolled, work hours cannot conflict with your class schedule.

\*\* Your resume must be current and reflect that you meet the education, skills and experience requirements for the job in which you are applying. If you're a graduate, your resumé must include the certificate/degree you earned and the date awarded. If you do not have a resumé, schedule an appointment with center staff to attend a resume writing workshop. Please note: your resumé will need to be approved by center staff before you can receive referrals.

As a representative of LATTC, you are expected to present yourself professionally and to dress accordingly. Please keep your interview appointments and arrive early. (If you are unable to keep an interview appointment, inform the employer as soon as possible and re-schedule.)

The Career/Employment Center acts only as a referral service. The center makes no recommendations or guarantees about positions and/or employers posted through the center. We provide some screening of employers, but you are encouraged to research the employer/organization on your own before making contact.