

Career Development Services

Graduation Packet

Westwood College will make every effort to **assist** you in securing a position in your education-related field upon graduation. **Westwood College does not guarantee employment** and obtaining a position in your career field is your responsibility. Therefore, in order to assist you most effectively, the Career Development Services staff at Westwood College must have your full participation in your career search. Failure to comply with the guidelines indicated in this agreement will negatively affect our ability to assist you and your ability to secure employment.

Contact Information

| | | | | | | |
|--------------------------|-----------------------|--------------------------------|--------------|------------|------------------|-----|
| Name: | Huy Tran | Degree: (Circle one) | Diploma | Associates | Bachelors | MBA |
| Address: | 3133 W. 152nd Place | Program: | Viss Comm | | | |
| City, State, Zip: | Gardena, CA 90249 | Grad Date: | July 2009 | | | |
| Home Phone #: | 310-675-2458 | Cell Phone #: | 310-528-7620 | | | |
| Permanent E-mail: | WeeDesign4u@yahoo.com | | | | | |

Emergency Contact Information

| | Contact 1 | Contact 2 | Contact 3 |
|----------------------|---------------------|----------------|-----------|
| Name | Phuong Vo | Shiela Domingo | |
| Relation | Mom | Girlfriend | |
| Home Ph. | 310-675-2458 | | |
| Cell Ph. | 310-357-1473 | 310-951-2910 | |
| Work Ph. | | | |
| Address | 3133 W. 152nd Place | | |
| City, St, Zip | Gardena, CA 90249 | | |

Professional Interest Information

| | | |
|--|---|---|
| Companies you are interested in pursuing: | Web Design | |
| Types of positions you are interested in pursuing: | Web Designer | |
| Are you considering relocation? Where? | No - LA Area only Please. | |
| When will you begin your job search? - | When are you available to begin work? | Right away |
| Do you have a car? <input checked="" type="radio"/> Yes <input type="radio"/> No | Do you have a good driving record? <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| Transportation needs: | Child Care needs: | |
| Are you bilingual? <input checked="" type="radio"/> No <input type="radio"/> Yes please list language(s): | | |
| I would like to meet with a Career Development Advisor to discuss challenges with: | | |
| <input type="checkbox"/> Criminal History <input type="checkbox"/> Drug Screen <input type="checkbox"/> Credit Check <input type="checkbox"/> Other: | | |
| I am interested in receiving job leads from my CDS Advisor: | Yes <input checked="" type="radio"/> No <input type="radio"/> | If yes, please list e-mail if different from above: |
| Please list any other information that may be helpful to Career Development assisting you in your job search: | | |
| | | |
| | | |

Employment Assistance Agreement

Please read and initial the following employment assistance guidelines:

HT

While actively seeking employment, I will keep in touch with my Career Advisor at least once a week.

HT

I will work with my Career Advisor to create a resume that I will type. I will furnish the CDS Staff with an updated resume in the event of a change in my employment or change of address.

HT

I agree to arrive at all interviews on time and in appropriate, professional attire. I will notify both the potential employer and the CDS Staff **IN ADVANCE** if it is impossible for me to attend an interview opportunity. Failure to go to an interview without canceling in advance will negatively affect our ability to assist you, and your ability to secure employment.

HT

I authorize Westwood College to provide potential employers with: information concerning my grades, attendance, and other information pertinent to employment such as a resume, cover letter, portfolio, or work samples; to contact employers to gain employment verification; and to release my name and information for school publication.

HT

I understand that my career advisor will provide employment leads and it is my responsibility to apply and follow up on these leads.

HT

I agree to notify the CDS Staff immediately concerning an address and/or telephone change.

HT

I agree to notify the CDS Staff if, for any reason, I become temporarily unavailable for employment.

HT

I understand that future assistance will be available to me upon request, and that I must continue to abide by the guidelines stipulated in this agreement.

HT

I will inform the CDS Staff immediately upon obtaining employment.

I acknowledge that I have read and understand these requirements.

Printed Name Huy Tran **Program** Viss Comm **Grad Date** July 2009

Signature Approved - Online transmit **Date** 7/27/09

Optional

I authorize Westwood College to release information to my parent/guardian concerning my job search activities/employment.

Name of parent(s)/guardian(s): _____

Relationship: _____

Time frame for authorization (please check one):

☐ One time: (list date) _____

☐ Anytime during the following date range _____ - _____

☐ For the entire length of my studies at Westwood College

Signature _____ **Date** _____

Name Huy Tran Program Viss Comm Grad Date July 2009

Employment Information

Please initial on the line that best describes your current employment and complete additional information as necessary.

☐ **I am unemployed** and require Westwood's assistance in finding employment in my education-related field.

☐ **I am unable to work** at this time due to the following reason: (check one)

- | | |
|--|---|
| <input type="checkbox"/> Medical | <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 understand that future assistance will be available to me upon request.

Student Signature:

Date:



☒ **I am employed in my education-related field** at the company listed below. **I do not require Westwood's employment assistance at this time.** I understand that future assistance will be available to me upon request. *Please complete employment information below.*

☐ **I am employed in my education-related field** at the company listed below. However, **I would like Westwood's employment assistance to explore my options.** *Please complete employment information below.*

☐ **I am employed in a position unrelated to my program of study** at the company listed below. I would like Westwood's assistance in finding education-related employment. *Please complete employment information below.*

| | | | |
|---|---------------|--|--|
| Company Name: | | Your Title: | |
| Company Address: | | Salary: Circle One Annual Hourly | |
| City, State, Zip: | | Circle One Full Time Part Time Start Date: | |
| Supervisor Name: | | How did you learn about this job? (check one) <input type="checkbox"/> From CDS (job lead, career fair, networking event, etc.) <input type="checkbox"/> On my own | |
| Supervisor Phone #: | Fax #: | | |
| Supervisor E-mail: | | | |
| Please list some of your job responsibilities: | | | |

Student Signature: Online Transmit - Approved

Date: 7/27/09

CDS Signature:

Date:

Employer Signature:

Date:

CDS Use Only: Employment Verification

| | | |
|--|--|---|
| Employer Verifier Name: (first and last) | <u>Wandergraphics.com</u> | Date Verified: |
| Verifier Title: | CDS Verifier: | |
| Verifier Ph. Number: (if different from above) | <input type="checkbox"/> Verbal Verification | <input type="checkbox"/> Written Verification (attach written documentation) |

GRADUATE / ALUMNI TESTIMONIAL INFORMATION

Name: Huy Tran

Address: 3133 W 152nd Place

City: Gardena State: CA Zip: 90249

Change of Address? YES ☐ NO ☒

Phone: Day: (310) 528-7620 Evening: () _____

E-mail: Weedesign4u@yahoo.com

Employer? Wandergraphics.com Title? Lead Web Designer & Developer
(Name of company)

Best way to contact you: _____ Phone ☒ E-mail _____

Degree / Program: Visual Comm

Graduation Date: July 2009

Why did you choose Westwood?

Accelerated Program

How did Westwood College help you to achieve your career goals?

Great Instructors

What was your favorite class and why?

All my core classes because it was fascinating and fun.

If you could offer one piece of advice to future Westwood graduates, what would it be?

Love what you do and you be a success no matter what.

Thank you again, we appreciate your assistance in attracting future Westwood graduates and creating future success stories such as yours!

Please do not forget to complete and return this document. Also, do not forget to sign the Agreement of Indemnification, Waiver and Release.

AGREEMENT OF INDEMNIFICATION, WAIVER AND RELEASE

In consideration of permitting Huy Tran,

(Your Name)

“the provider” to participate in testimonials for print or video advertising, with or without accompanying photos, for Westwood College or Westwood College of Aviation Technology, the “School” on 7/27/09, Huy Tran

(Date)

(Your Name)

hereby agrees as follows:

1. The above named person, the provider, consents, for all purposes, to the use and reproduction of, testimonial text (or reasonable paraphrases), name, face and/or likeness, artwork, digital and /or freehand, samples of work, etc. For unlimited use for testimonial(s), photographs, television or print commercials, ads, flyers, brochures, or industrial films by the School and Producer or by any agent of the School (including any agency, publication, television station, network, or any other supplier of printed advertising, media, marketing, and advertising services), in whole or in part, in any forms and media, and in all manners including but not limited to advertising, trade, display, editorial, art, industrial, and exhibition.
2. The above named person further consents to the reproduction or use of the testimonial(s) (or reasonable paraphrases), artwork, digital and /or freehand, samples of work and / or photographs for print ads, flyers, brochures and industrials, with or without his or her name, and agrees that the School, or its agents may seek copyright of the testimonial(s), photographs, print ads, flyers, brochures, film and/or footage. In giving this consent, the above named person releases the School or its agents, or any of the aforementioned, from liability in connection with any personal or proprietary right that provider might have in regard to any sale or reproduction or use of the produced materials.

I certify that I am over 18 years of age. I hereby acknowledge that I have read and received a copy of this agreement, indemnification, waiver and release.

Huy Tran - online Transmit Approved

310 - 528 -7620

Your Signature “Provider”

Your Phone Number

Westwood College use only

Westwood College Representative

Title

Date

Campus:

Grad: **Student:**

Staff: **Employer:** **Other:**