



Career Services Assistance Agreement & Release of Information Authorization

The Career Services Department at South College provides career services assistance to all students and recent graduates. South College cannot guarantee employment and students are responsible for researching, finding, and keeping their own employment. South College is required to provide information about current and former students and their employment status to governmental and accreditation agencies, and therefore must maintain student and employment records that are accurate and complete.

Name: _____

Student ID: _____

Career Services Assistance Agreement

In order to utilize Career Services assistance, I agree to:

- Provide Career Services with a current copy of my final resume(s) to keep with my permanent records should I plan on using my Career Services Representative as a direct contact to employers.
- Promptly notify Career Services regarding any changes of address, continued education, phone numbers, or circumstance that could affect my availability for employment within the first year of completing my program.
- Promptly follow up on job leads with potential employers provided by Career Services by making telephone calls, sending resumes, and arriving on time for all appointments scheduled with potential employers.
- Within the first year of completing my program, notify Career Services when I obtain or change employment and provide Career Services with complete and up-to-date information, documentation, and/or waivers, or authorizations to release information that relate to: (a) my employment, including my employer's name, dates of employment, position title, income/salary, and/or (b) unavailability for employment of reasons such as military status, citizenship/residency, health, continuing education, and other factors that limit my availability for employment.

Release of Information Authorization

Please indicate your preference by checking one of the boxes for each item.

- Career Services may disclose information to potential employers about me, including but not limited to, my resume, portfolio, dates of attendance, and cover letter to help me in my employment search.

I Authorize

I Do Not Authorize

- South College verifies employment of its graduates to meet employment requirements of the state, accrediting bodies, and governmental agencies, such as the U.S. Department of Education. South College utilizes Auxicent (a 3rd party company) to perform employment verification for its graduates. Career Services may release my employment information to Auxicent to verify my employment. Authorization is valid for a period of one year from the date of this form.

I Authorize

I Do Not Authorize

- Career Services may securely disclose personal identifiable information, including but not limited to my birth date and Social Security Number, when it is required to verify my current employment in order to meet the requirements and remain in good standing with the state, accrediting bodies, and governmental agencies, such as the U.S. Department of Education.

I Authorize

I Do Not Authorize

By signing below, I certify that I understand and agree to the terms and authorize the release of information based on my selections indicated above.

Student Signature: _____

Date: _____