

ATI College

Career Services Agreement

Assistance from the Career Services Department is extended to all ATI College students and Graduates. In order to maximize the assistance to the fullest extent, it is important to establish a cooperative agreement between you, the student and the Career Services Department. I also agree to the following responsibilities:

1. I will provide an up-to-date copy of my resume and cover letter to the Career Services Department (in Microsoft Word format) for comments and suggestions.
2. I will research job opportunities and follow up on job leads and related information provided by the Career Services Department by making telephone calls, sending out my resume and appearing on time to scheduled appointments.
3. I understand that it is my responsibility to always use good judgment when dealing with a potential employer.
4. I will inform the employer and the Career Services Department in the event that I am unable to attend a scheduled job interview at least 2 hours prior to the appointment time.
5. I will maintain regular contact with the Career Services Department.
6. I hereby grant the Career Services Department permission to release information about me, including my resume, cover letter, dates of attendance and other pertinent information to a prospective employer for the purpose of obtaining employment in my field of study.
7. I will inform the Career Services Department whenever I have a job interview as soon as possible.
8. I will notify the Career Services Department when I obtain employment so that the Department can obtain the necessary employment information. I will also provide The Department with up-to-date information regarding my employment, including company name, dates of employment, salary and job title.
9. I hereby grant my current and future employers permission to release to the Career Services Department information regarding my employment.
10. I will keep the Career Services Department advised of any changes to my contact information including my telephone number, address, employment or any other circumstances that might impact my availability for employment.