

## **Application Packet Instructions – Academic Positions**

Your application packet WILL NOT be considered unless the following items are received:

1. **Yuba Community College District Academic Application**
  - a. Six (6) landscape pages
  - b. Interview Accommodation and Conviction Disclosure Information
2. **Resume/Curriculum Vitae**
3. **Transcripts** - Graduate and Undergraduate (unofficial transcripts and copies will be accepted)
4. **Role Statement** - Short essay – Role of the Community College and the Nature of its Students
5. **Diversity Statement** - Include a separate sheet on which you discuss your qualifications which will enhance your ability to work with culturally diverse and/or minority groups and multi-ethnic programs.
6. **Three (3) current letters of recommendation**
7. **Cover letter/letter of interest**

### **Please Note:**

- Submit 2 copies of your entire application packet—do not use staples or print back-to-back.
- Emailed, faxed or postmarked materials are not accepted.
- Items listed above must be submitted no later than 12:00 noon on the final filing date - **there are no exceptions.**
- All application materials (**items 1-7 above**) must be received or dropped off at one of the locations listed below by the final filing date and time, or your application packet will not be considered.

### **Yuba Community College District**

Human Resources - Building 100A Room 21  
2088 North Beale Road  
Marysville, CA 95901

### **Clear Lake Campus**

Administration Office, Building 400  
15880 Dam Road Exit  
Clearlake, CA 95422

### **Woodland Community College**

Administration Office, Building 100  
2300 E. Gibson Road  
Woodland, CA 95776