

Application Packet Instructions—Academic Positions

PLEASE NOTE: YCCD HAS MADE CHANGES TO REQUIRED MATERIALS FOR ACADEMIC APPLICATION PACKETS.

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

1. [Yuba Community College District Academic Application](#)
 - a. Reasonable Accommodations and Conviction Disclosure Information (Page 5)
2. Resume
3. Transcripts—Graduate and Undergraduate (unofficial transcripts 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. Cover letter/letter of interest
7. Three (3) current letters of recommendation

Equivalency:

Yuba Community College District invites all qualified candidates and welcomes and encourages those with diverse backgrounds to apply for positions within the District. As such, candidates who possess the [Minimum Qualifications](#) as specified by the Systems Office, California Community Colleges should apply during the application period specified in the position announcement. However, the District realizes that not all candidates possess the appropriate minimum qualifications. As such, these candidates must demonstrate that they have equivalent qualifications. [Equivalency Determination](#) documents are available at the District's Human Resources web site. It is the practice of the District not to accept equivalency documentation after the posting of the position. Therefore, if you are interested in applying for a future faculty position in a particular field but do not meet the minimum qualifications, please file the appropriate equivalency forms with the District Human Resources Office. **Papers of candidates requesting equivalency will only be reviewed prior to the posting of the position.**

Please Note:

- Submit 2 copies of your entire application packet.
- Faxed or e-mailed materials are not accepted.
- Postmarks are not accepted.
- Items listed above must be submitted no later than 12:00 noon on the final filing date.
- All application materials (items 1-7 above) must be received at one of the below locations by the final filing date and time or your application packet will not be considered.

Yuba Community College District
Human Resources - Building 100ARoom 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