

Application Packet Instructions – Temporary Positions

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

1. **Yuba Community College District Classified Application**
 - a. Eight (8) landscape pages
 - b. **Diversity statement** – pg 5 – is required and must be completed and submitted.
 - c. Interview Accommodation and Conviction Disclosure Information

Please Note:

- **Temporary positions are not considered permanent, are not guaranteed a set number of hours per work, and can not work more than 1000 hours or 165 days in a fiscal year.**
- **Temporary employees are not eligible for fringe benefits, vacation/sick leave, reserved parking spaces, etc.**
- **Classified Supervisor positions require the Classified application, do not submit the Management application**
- 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.**
- **You may submit other materials not requested above – Cover letter, resume, transcripts, etc. – these materials are not required but will be attached to your application packet if submitted.**
- All application materials (**item #1 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