

APPLICATION FOR CLASSIFIED EMPLOYMENT YUBA COMMUNITY COLLEGE DISTRICT

OFFICE OF PERSONNEL SERVICES--Room 21
2088 North Beale Road, Marysville, CA 95901
TTY: (530) 634-7760 Web Site: www.yccd.edu/hr

COLLEGE/CAMPUS LOCATION _____

POSITION FOR WHICH YOU ARE APPLYING _____

(Please Print or Type)

FULL-TIME _____ PART-TIME _____

Name _____
Last First Middle

Home Telephone () _____
Area Code

Address _____
Street/City/State/Zip Code

Bus. Telephone () _____
Area Code

Soc. Sec. No. ____/____/____ E-mail Address _____

Message Telephone () _____
Area Code

COMPLETE ALL SECTIONS OF THE APPLICATION. A résumé is invited and evaluated, but this application form MUST be thoroughly completed if the application is to be considered valid. Print "N.A." on any section that is not applicable.

EDUCATIONAL BACKGROUND (INFORMATION MUST BE COMPLETE AND ACCURATE).

High School Attended _____ City _____ State _____

Did you graduate? Yes _____ Or state highest grade completed _____ Or Equivalent _____

Date you passed equivalency test _____

List POST-SECONDARY EDUCATION (If applicable):

Name of Accredited Institution	City & State	Majors	Minors	Dates of Attendance		Degree or # of Units	Date Granted
				From Year	To Year		

List all **FULL-TIME EMPLOYMENT** (most recent first): Complete, in detail, all sections. "See Résumé" will not be considered a complete application, and will disqualify your application. If more space is needed for this page, please use additional sheets.

Inclusive Dates of Employment M/D/Y M/D/Y		Name of Employer	Mailing Address (Include Zip Code)	Title of Position	Salary	Reason for Leaving
1.						

List duties for above position:

Inclusive Dates of Employment M/D/Y M/D/Y		Name of Employer	Mailing Address (Include Zip Code)	Title of Position	Salary	Reason for Leaving
2.						

List duties for above position:

Inclusive Dates of Employment M/D/Y M/D/Y		Name of Employer	Mailing Address (Include Zip Code)	Title of Position	Salary	Reason for Leaving
3.						

List duties for above position:

Inclusive Dates of Employment M/D/Y M/D/Y		Name of Employer	Mailing Address (Include Zip Code)	Title of Position	Salary	Reason for Leaving
4.						

List duties for above position:

Relevant PART-TIME EMPLOYMENT (most recent first): Complete, in detail, all sections. "See Résumé" will not be considered a complete application and will disqualify your application. If more space is needed for this page, please use additional sheets.

Inclusive Dates of Employment M/D/Y M/D/Y		Name of Employer	Mailing Address (Include Zip Code)	Title of Position and/or Nature of Work Performed
1.				

List duties for above position:

Inclusive Dates of Employment M/D/Y M/D/Y		Name of Employer	Mailing Address (Include Zip Code)	Title of Position and/or Nature of Work Performed
2.				

List duties for above position:

SKILLS

List Office Machines:

Computers (i.e. IBM, IBM clone, Apple, or other):

Computer Software Programs (List by name & version):

Other Position Related Training/Certificates/Skills:

Fluency in languages – OTHER THAN ENGLISH:

Language	Speak	Read	Write	Language	Speak	Read	Write	Language	Speak	Read	Write

Names and addresses of persons who are familiar with your previous employment experience:

Name of Reference & Company (if applicable)	Position Title of Reference at the Time of Your Employment	Present Mailing Address of Reference (Include Zip Code)	Telephone (Include Area Code)
			()
			()
			()

Name _____

Position _____

**DIVERSITY STATEMENT
(Required)**

Discuss your qualifications which will enhance your ability to work with culturally diverse and/or minority groups and multi-ethnic programs
(If needed, you may attach an additional sheet of paper):

I declare that the information in this application is true and complete to the best of my knowledge, and I authorize investigation of all statements contained herein.

I release from all liability any persons and organizations reporting information required by the application.

I agree to conform to District regulations concerning physical examination, tuberculosis screening, and fingerprints.

I understand that I will be subject to dismissal if any statement in this application is found to be untrue.

I understand that the *Immigration Reform and Control Act of 1986* requires the District to obtain original documentation from every individual who is employed which verifies identity and authorizes employment in the United States.

I understand that I must conform to the DISTRICT DRUG FREE WORKPLACE POLICY.

I understand that this application and all supporting documents become the property of the Yuba Community College District and will not be released or returned.

Unless you specifically request otherwise, the chair person of the selection committee may call your references at any time during the hiring process.

REFERENCE/ ACKNOWLEDGMENT WAIVER

I acknowledge that consideration for employment is contingent on the results of a reference and background check. Therefore, I hereby authorize Yuba Community College District to (1) investigate the truthfulness of all statements made on this application; (2) contact my current or former employers and other listed references or an other persons who can verify information; (3) discuss the results of any investigation with authorized employees of this District; (4) check my driving record, if applicable, for the target position. In addition, I give my consent for all contacted persons including former employers to provide the information concerning this application, and I release each such person from liability for providing information to Yuba Community College District.

THIS APPLICATION WILL NOT BE CONSIDERED COMPLETE UNTIL IT IS SIGNED AND ALL REQUESTED PAPERWORK IS RECEIVED

Failure to answer any question on the application, with the exception of the Confidential Demographic Information will be considered an incomplete application.

Applicant's Signature _____ Date _____

YCCD is an Equal Employment Opportunity/Title IX Section 504 Employer



Required Information

- This page will be separated from your application package and will not be seen by the selection committee, hiring authority or Board of Trustees.
- This page must be completed, signed, dated and submitted with the employment application when applying for a position with YCCD.

Name _____

Position _____

Interview Accommodations

In accordance to the American's with Disabilities Act:

Do you require any reasonable accommodations in order to interview for the position for which you are applying? Yes No

If yes, explain reasonable accommodations required which would enable you to interview for this position (If needed, you may attach a separate sheet of paper).

Conviction Disclosure

CONVICTIONS/CRIMINAL OFFENDER BACKGROUND CHECKS:

All applicants who are offered a position of employment with the Yuba Community College District shall/will be fingerprinted and must successfully pass a criminal background check prior to employment. **Please note that failure to disclose a conviction that is later discovered in the background check process is grounds for automatic disqualification from continuing in the recruitment process. If you are unsure whether this applies to you, you may consider contacting an attorney.**

Conviction of a crime is not necessarily a bar to employment. Each case is considered separately based on job requirements. Do not include: (a) Any arrest or detention that did not result in conviction, (b) Any conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated, (c) Any misdemeanor conviction for which probation has been successfully completed (or otherwise discharged) **and** the case has been judicially dismissed, (d) Any arrest for which a pretrial or post-trial diversion program has been successfully completed, (e) Traffic violations under \$150.00, or (f) Convictions more than two years old for violation of Health and Safety Code Sections 11357(b) or (c) 11360(b), 11364, 11365 and 11550 as related to marijuana.

A. Other than the exceptions noted in the paragraph above, items A through F, have you ever been convicted as an adult of a crime? Yes No

B. Have you been arrested for and charged with a crime for which you are currently out on bail or on your own recognizance pending trial? Yes No

If you answered YES to either of the above questions, attach an additional sheet and give (1) the date, (2) the charge or offense, (3) the city and state, (4) the court, and (5) the action taken. Failure to list all convictions other than those excluded above may disqualify you from further consideration.

The District will consider the nature of the offense, relation to the position, time since the conviction, and all other relevant facts and circumstances in determining whether or not to disqualify you.

Applicant's Signature: _____

Date: _____

Confidential Demographic Information

The following information is voluntary and strictly confidential. Yuba Community College District values diversity and equal employment opportunity. We respectfully request that you complete this information to be utilized in evaluation of the District's recruitment and hiring practices, as well as completing state and federal reporting. This information will not be used in any way to affect your employment or to make employment decisions. This information will be separated from your application package and will not be seen by the selection committee, hiring authority or Board of Trustees.

Name:	Position for which you are applying:
Are you between 40-65 years of age?	Are you legally disabled?
If so, birthdate:	Are you a Vietnam Era Vet?
Your sex:	If so, dates of service:
Your race:	From what source did you learn of this position?
Your ethnic identity:	If the source was a publication, state the name: