

HARTNELL COMMUNITY COLLEGE DISTRICT

EQUIVALENCY DETERMINATION

INSTRUCTIONS: The information requested is required of all candidates not holding the stated minimum qualifications who are seeking consideration on the basis of equivalency. Candidates making application under equivalency shall submit this supplement as well as other materials specified under Application Procedure on the job announcement. Use extra pages as needed.

1. List all academic preparation that should be considered to determine equivalency of both general education and major field courses. Please be specific regarding the Institution, course titles, unit value, and level of course work (graduate, upper division, etc.) and to which degree(s) it is equivalent. Transcripts and copies of course descriptions should also be attached.
2. List all relevant professional/work experience (teaching and non-teaching) that should be considered to determine equivalency. Please give a detailed description of the duties performed.
3. List any other relevant accomplishments that should be considered to determine equivalency (this could include, but would not be limited to, research, publications, seminars, professional performance/ exhibitions, honors/awards, etc.).
4. List specialized skills, knowledge and abilities that should be considered to determine equivalency.
5. List relevant memberships and/or organizational activities that should be considered to determine equivalency.
6. List the name, address and phone number of three (3) references who could attest to your education, experience and knowledge being equivalent to the minimum qualifications.
7. Please write a narrative synopsis (not to exceed one page) of your education and experience that illustrates possession of qualifications that are at least equivalent to the stated minimum qualifications.

I certify that to the best of my knowledge the foregoing statements are complete, true and correct, and if employed, I understand that I may be subject to dismissal if they are found to be untrue or incorrect.

Print name: _____

Signature: _____

Date: _____