



## Central 14 California Community Colleges

Dear Applicant:

Nine of the colleges in the Central 14 California Community College Association have worked together to develop and implement the use of a common application blank. It is the desire of each of these colleges to make the process for securing employment more convenient for you, the applicant.

Your interest in a faculty or administrative position at one of the nine colleges is very much appreciated. The Colleges listed above are affirmative action/equal opportunity employers and welcome applications from all qualified individuals. For **each position** for which you are applying, make certain you read the job announcement and follow the specific instructions for each College.

1. Incomplete application packets will **not** be considered. To ensure that your application packet will be complete, letters of recommendation should be submitted as part of the packet. The staff in human resources/personnel at each College **cannot duplicate** materials in order to complete your application. You may photocopy everything; however, include your original signature on the application blank and your letter of interest for *each* college.
2. Letters of recommendation and transcripts that are sent under separate cover should include your full name and the position for which you are applying. The materials should be sent to each college.
3. Complete the application carefully, neatly and completely. Do not write "See Resume". Some of the colleges will have the application on their WEB site, and you may download the application and fill it out using Microsoft Word 97 or higher.
4. Please do not submit original documents if you need them returned or if you will need them in the future. Application materials cannot be returned.
5. Each college must receive all application materials by the announced deadline date. **Applications will not be accepted past the deadline.**
6. A selection committee will review and evaluate applications to select a limited number of candidates to be interviewed. Meeting the minimum qualifications for a position **does not assure the candidate an interview.** Interview expenses will be borne by the candidate.
7. Applications will not be accepted unless there is an announced vacancy.

Your following the guidelines outlined and in the job announcement will enable your papers to be forwarded to the appropriate hiring committee for its consideration and review. Your cooperation is appreciated.

Please feel free to communicate with any of the colleges if you need further information. The mailing addresses, phone numbers and E-mail addresses are listed below.

### Allan Hancock College

800 S. College Drive, Santa Maria, CA 93454  
(805) 922-6966 Ext. 3338 E-Mail: [hcarroll@hancock.cc.ca.us](mailto:hcarroll@hancock.cc.ca.us)  
WEB: <http://www.hancock.cc.ca.us/admin/depts/hr>

### College of the Sequoias

915 S. Mooney Blvd., Visalia, CA 93277  
(559) 730-3776 E-Mail: [hrs@cos.cc.ca.us](mailto:hrs@cos.cc.ca.us)  
WEB: <http://zeus.sequoias.cc.ca.us/hrs/personnel.html>

### Cuesta College

San Luis Obispo, CA 93403-8106  
(805) 546-3129 E-Mail: [jobinfo@bass.cuesta.cc.ca.us](mailto:jobinfo@bass.cuesta.cc.ca.us)  
WEB: <http://www.cuesta.cc.ca.us/humres2/joblist.asp>

### Gavilan College

5055 Santa Teresa Blvd. Gilroy, CA 95020  
(408) 848-4753 E-Mail: [phowle@mail1.gavilan.cc.ca.us](mailto:phowle@mail1.gavilan.cc.ca.us)  
WEB: <http://www.gavilan.cc.ca.us/jobs>

### Hartnell College

156 Homestead Ave., Salinas, CA 93901  
(831) 755-6706 E-Mail: [work@hartnell.cc.ca.us](mailto:work@hartnell.cc.ca.us)  
WEB: <http://www.hartnell.cc.ca.us/hr/>

### Merced College

3600 "M" Street, Merced, CA 95348  
(209) 384-6102 E-Mail: [janetf@merced.cc.ca.us](mailto:janetf@merced.cc.ca.us)  
WEB: <http://www.merced.cc.ca.us/hr>

### Monterey Peninsula College

980 Fremont Street, Monterey, CA 93940  
(831) 646-4014 E-Mail: [sthorsen@mpc.cc.ca.us](mailto:sthorsen@mpc.cc.ca.us)  
WEB: <http://www.mpc.edu>

### San Joaquin Delta College

5151 Pacific Ave., Stockton, CA 95207  
(209) 954-5056 E-Mail: [humanresources@deltacollege.org](mailto:humanresources@deltacollege.org)  
WEB: <http://www.deltacollege.org/dept/hr/jobs>

### West Hills College

300 Cherry Lane, Coalinga, CA 93210  
(559) 934-2160  
E-Mail: [kenstoppenbrink@westhillscollge.com](mailto:kenstoppenbrink@westhillscollge.com)  
WEB: <http://www.westhillscollge.com>

For Office Use Only:

C-14

Cover Letter    Resume    Transcripts    Letters of recommendation    References    Other

## Application for Academic or Administrative Positions

The colleges listed below use a common application blank. You must apply to each College separately and each copy must have an original signature. Check the College(s) where you are applying.

Allan Hancock College    College of the Sequoias    Cuesta College  
 Gavilan College    Hartnell College    Merced College  
 Monterey Peninsula College    San Joaquin Delta College    West Hills College

### General Information:

Position applied for		
<input type="checkbox"/> Administrative	<input type="checkbox"/> Faculty / Regular (tenure track)	<input type="checkbox"/> Faculty Temporary (Part-time)
Do you meet minimum qualifications for this position? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, you must submit an application for equivalency. Read and follow the equivalency procedures for <b>each college</b> . You may need to request an appropriate form.

### Personal Information

Name:	Last		First		Middle	Other Name(s) Used: ↑	
	Present Address:			City		State	Zip
Telephone (Day)	( )	-	E-Mail Address ↓				
Telephone (Evening)	( )	-					

### Education: (List in reverse chronological order)

Name of Institution	Location City/State	Diploma Degree Received	Major	Total Units Completed	
				Semester	Quarter
Total number of semester/quarter units completed after receipt of bachelor's degree					
Total number of semester/quarter units earned after master's degree					

### California Community College Credentials:

Type of Credential	Authorized Subjects	Expiration Date

### Other Professional Credentials, Certificates and Licenses:

Type Presently Held	ID Number	Expiration Date

**Teaching Preparation:** Indicate in order of preference the subjects you are prepared to teach according to your qualifications.

1.		2.	
3.		4.	

**Employment History:** List your occupational and teaching experience for the last 15 years, listing most recent employment first. Provide your complete employment history **even if you attach a resume**. If you had more than one position with the same employer, list each position separately. If more space is needed, continue on a blank sheet of paper using the same format. Please explain gaps in employment.

Position				Employer			
Supervisor				Title			
Address				City	State	-	
	Number and Street					ZIP	
Telephone	( )	-		<input type="checkbox"/> Full-Time		<input type="checkbox"/> Part-Time	
Start Date				End Date			
Duties or Subjects Taught							
If instructional position, number of credits taught/year						<input type="checkbox"/> Semester	<input type="checkbox"/> Quarter
Reason for leaving							

Position				Employer			
Supervisor				Title			
Address				City	State	-	
	Number and Street					ZIP	
Telephone	( )	-		<input type="checkbox"/> Full-Time		<input type="checkbox"/> Part-Time	
Start Date				End Date			
Duties or Subjects Taught							
If instructional position, number of credits taught/year						<input type="checkbox"/> Semester	<input type="checkbox"/> Quarter
Reason for leaving							

Position				Employer			
Supervisor				Title			
Address				City	State	-	
	Number and Street					ZIP	
Telephone	( )	-		<input type="checkbox"/> Full-Time		<input type="checkbox"/> Part-Time	
Start Date				End Date			
Duties or Subjects Taught							
If instructional position, number of credits taught/year						<input type="checkbox"/> Semester	<input type="checkbox"/> Quarter
Reason for leaving							

Position				Employer			
Supervisor				Title			
Address				City	State	-	
	Number and Street					ZIP	
Telephone	( )	-		<input type="checkbox"/> Full-Time		<input type="checkbox"/> Part-Time	
Start Date				End Date			
Duties or Subjects Taught							
If instructional position, number of credits taught/year						<input type="checkbox"/> Semester	<input type="checkbox"/> Quarter
Reason for leaving							

During the selection process, we may conduct reference checks with employers and supervisors listed above as well as others. If you do not want a certain employer or supervisor contacted initially, indicate **who** and **why**.

**Professional References:** List persons who can critically assess your work **qualifications** and job performance. This is not a substitute for required reference letters.

Name		Name	
Position		Position	
Company/Organization		Company/Organization	
Street Address		Street Address	
City / State / Zip		City / State / Zip	
Telephone	( ) -	Telephone	( ) -
Name		Name	
Position		Position	
Company/Organization		Company/Organization	
Street Address		Street Address	
City / State / Zip		City / State / Zip	
Telephone	( ) -	Telephone	( ) -

**Foreign Languages**

Speak		Write	
Read		Fluency	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair

**List professional trade, business, or civic activities and offices held.**

You may exclude those, which indicate race, color, religion, national origin, veteran status, ancestry, sex, sexual orientation, age, or disability.

Organization	
Activities	
Organization	
Activities	
Organization	
Activities	
Organization	
Activities	

**Provide any additional data that will assist in the evaluation of your application.**

**General Information:**

	Yes	No
<ul style="list-style-type: none"> <li>Are you able, upon employment, to submit verification that you are a United States citizen or are eligible to work in the United States: The Immigration Reform and Control Act of 1986 requires the College to obtain original documentation from every employee which verifies identity and authorizes employment in the United States.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Have you ever been convicted, pled guilty to or pled no contest to any criminal offense by any court? (Having a criminal record does not necessarily disqualify you for employment. Each case is given individual consideration, based on job-related criteria. Attach additional pages to record the necessary information. If yes, please note the date and place of each offense, the specific charge, the date and place of conviction, or plea, the fine or sentence received or the diversion program entered. You may omit any offense for which the only punishment imposed was a fine of less than \$100. <i>Any offense for which you were convicted for which the punishment was a fine in excess of \$100, which required serving a jail or prison sentence, or which required probation MUST be reported.</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Have you ever been dismissed from employment or resigned in lieu of being dismissed for inefficiency, delinquency, or misconduct? If "yes" explain below.* A yes answer will not automatically preclude you from employment consideration.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The College is hereby authorized to contact my <b>present</b> employer.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The College is hereby authorized to contact my <b>past</b> employers.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The College is hereby authorized to contact other references. Any exceptions have been noted on page 2.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Have you ever been employed by or does the College currently employ you?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Date of Employment		
Position(s)		
Area / Lab / Department		
<ul style="list-style-type: none"> <li>Does the College employ a relative of yours? If "yes" give name and relationship below.*</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
*Remarks/Explanations: (Add additional pages as needed.)		

**Certification and Agreement of Applicant: Please read carefully before signing.**

This application and all supporting documents become the property of the Community College District to which I have applied and will not be returned.

**Certification:** I hereby certify that all statements made on this application and any attachments are true and complete to the best of my knowledge. I understand that any false, incomplete or incorrect statement may result in my dismissal from employment with the Community College District to which I have applied.

I authorize the District to investigate my references, work record, education, performance evaluations or any other matters relating to my suitability for employment. I authorize and direct my former or current employers and educational institutions to release to the District any information they may have concerning my employment or education. I also authorize the District to obtain and review any documents or records, including driving records, which are applicable to my employment. I release the parties listed above from any and all liability related to this process of supplying or gathering any information about my suitability for employment.

I also understand that an incomplete application may delay or prevent employment opportunities with the College(s). I hereby release the Colleges checked on page 1, as well as those contacted by the College(s) from any liability or damage which may result from providing or using the information requested.

Today's Date→	
Print your Name→	
*Applicant's Signature→	
*Original signature is required on application submitted to each College.	

**Diversity Statement:**

On a separate sheet of paper or in the space below, provide a statement about yourself that specifically demonstrates sensitivity to the needs of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and the community at large. Your response is limited to one (1) page.

Applicant's Name:	
Position Applied for:	
Date:	

