



APPLICATION *for* ACADEMIC EMPLOYMENT

HUMAN RESOURCES

Santa Clarita Community College District
26455 Rockwell Canyon Road • Santa Clarita, California 91355
(661) 362-3428 • www.canyons.edu

Date of Application _____

The applicant should exercise the greatest care in preparing this form. Information herein becomes a legal part of the contract in case of election. Do not omit any item. Print "NA" on any section that is not applicable.

Position Applied For: _____

(PLEASE PRINT OR TYPE)

Name _____
Last First M.I.

Home Address _____
Number Street City State Zip Code

Home Telephone _____ Soc. Sec. No. _____-_____-____

E-mail _____ Work or Message Telephone _____

Have you filed an application here before? Yes No If Yes, give date _____
Position _____

Have you been employed here before? Yes No If Yes, give date _____
Position _____

Have you ever been dismissed from employment or resigned in lieu of being dismissed for inefficiency, delinquency or misconduct? Explain "yes" answer below. A "Yes" will not automatically preclude you from employment consideration. Yes No

Have you ever been convicted of a felony or misdemeanor? Yes No
If Yes, please indicate the nature of the conviction.

A conviction record does not necessarily exclude you from employment with this District. However, failure to report convictions prior to the closing date for the position can lead to dismissal from the position if you are the successful applicant.

Fluency In Language Other Than English

(1) Language	Read	Write	Speak	(2) Language	Read	Write	Speak	(3) Language	Read	Write	Speak

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No

Proof of citizenship or immigration status will be required upon employment.

PROFESSIONAL ACTIVITIES

Such as travel, publications, organizations, lectures

Date	Nature of Experience

EDUCATION

List all accredited post-secondary institutions attended.

Name of Accredited Institution and Location	Major(s)	Minor(s)	Semester Units Completed	Completed Degree	Degree in Progress (indicate degree and date anticipated)
Undergraduate					
Graduate					

Enter the total upper division/graduate semester units earned after the first bachelor's degree _____

If name used on transcripts or former employment is other than indicated, please state. _____

QUALIFICATIONS

Applicants must either possess a valid California community college credential issued prior to 6/30/90 OR meet established minimum qualifications as listed on job announcements OR establish eligibility under the "Equivalency" provision.

- I possess a California community college credential in the appropriate area for this position.
(Attach a copy of Credential)
- I meet the minimum qualifications established for this position.
(See listing of minimum qualifications on job announcement)
- I do not meet the established minimum qualifications for this position, but would like to be considered on an equivalency basis.
(Please refer to the job announcement for this position to determine which equivalencies [if any] will be accepted. Then complete the Request for Equivalency insert and return with the Santa Clarita Community College District application)

EMPLOYMENT EXPERIENCE

Include all of your employment experience (academic or nonacademic), listing the most recent position first. Provide your complete employment history even if you attach a resumé. If you had more than one position with the same employer, list each position separately. If more space is needed, use the same format on another piece of paper. Please explain gaps of more than six months in employment on a separate piece of paper.

Employer	Telephone	Dates Employed From To		Work Performed
Address				
Position		Salary		
Supervisor				
Reason for Leaving		_____ % of FT		
Employer	Telephone	Dates Employed From To		Work Performed
Address				
Position		Salary		
Supervisor				
Reason for Leaving		_____ % of FT		
Employer	Telephone	Dates Employed From To		Work Performed
Address				
Position		Salary		
Supervisor				
Reason for Leaving		_____ % of FT		
Employer	Telephone	Dates Employed From To		Work Performed
Address				
Position		Salary		
Supervisor				
Reason for Leaving		_____ % of FT		
Employer	Telephone	Dates Employed From To		Work Performed
Address				
Position		Salary		
Supervisor				
Reason for Leaving		_____ % of FT		

REFERENCES

Please list current references who are familiar with your work-related ability and background. Do not use relatives.

Institution or Firm Name _____

Name of Contact _____ Position _____

Address _____ Telephone No. _____
Number Street Area Code

City State Zip Code

Institution or Firm Name _____

Name of Contact _____ Position _____

Address _____ Telephone No. _____
Number Street Area Code

City State Zip Code

Institution or Firm Name _____

Name of Contact _____ Position _____

Address _____ Telephone No. _____
Number Street Area Code

City State Zip Code

I certify that the information I have provided in applying for this job is true and complete to the best of my knowledge and belief. I give Santa Clarita Community College District and its authorized agents permission to verify and/or disclose any information given in connection with this application for personnel/employment purposes. I acknowledge that any misstatement or omission in the application materials may be cause for elimination from further consideration or dismissal if hired. I hereby authorize any and all persons and agencies to furnish to Santa Clarita Community College District any information, including documents in my personnel file, which may be necessary to verify this application and any other materials submitted, and hereby waive any rights of privacy to the information or documents which I may have under any federal, state, or local law, ordinance or rule. I also understand that an incomplete application packet may delay or prevent opportunities with the Santa Clarita Community College District.

This application and all supporting documents become the property of the Santa Clarita Community College District and will not be released or returned.

Applicant's Signature _____ Date _____

The Santa Clarita Community College District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, medical condition, disability, marital status, sexual orientation or Vietnam era veteran status in matters of employment or admission to educational programs and activities.

CONFIDENTIAL RECRUITMENT SOURCE INFORMATION

Santa Clarita Community College District / College of the Canyons

The following information enables the Santa Clarita Community College District to evaluate its recruitment practices. This form will be detached from your employment application and WILL NOT be used to make a decision about your employment. Your cooperation in providing this information on a voluntary basis is appreciated.

Name: _____ Date: _____

Position applying for: _____

Please check the appropriate boxes for:

- Male
 Female
 Age 40 and over
 Veteran

ETHNIC IDENTIFICATION:

- | | |
|---|--|
| <input type="checkbox"/> Asian | |
| <input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Japanese | |
| <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian | |
| <input type="checkbox"/> Black (not of Hispanic origin) | <input type="checkbox"/> Pacific Islander |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> White (not of Hispanic origin) |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> North American Indian/Alaskan Native | <input type="checkbox"/> Decline to State |

DISABLED: Definition: Physical or mental impairment which substantially limits one or more life activities, including any psychological disorder or condition, cosmetic disfigurement or anatomical loss.
 Yes No

WHERE DID YOU FIRST LEARN ABOUT THIS POSITION?

- | | | |
|---|---|---|
| <input type="checkbox"/> America's Job Bank | <input type="checkbox"/> Ed-Join.org | <input type="checkbox"/> Registry Website |
| <input type="checkbox"/> Business Expo | <input type="checkbox"/> E-Mail from Human Resources | <input type="checkbox"/> The Signal |
| <input type="checkbox"/> California Comm Colleges Job Fair | <input type="checkbox"/> Flipdog.com | <input type="checkbox"/> Walk-In Inquiry |
| <input type="checkbox"/> CareerBuilder.com | <input type="checkbox"/> Freshjobs.com | |
| <input type="checkbox"/> The Chronicle of Higher Education | <input type="checkbox"/> Headhunter.net | <input type="checkbox"/> Other |
| Online: _____ Print: _____ | <input type="checkbox"/> HigherEdJobs.com | (Please specify): |
| <input type="checkbox"/> College of the Canyons Career Ctr | <input type="checkbox"/> HireDeaf.com | _____ |
| <input type="checkbox"/> College of the Canyons Career Fair | <input type="checkbox"/> HotJobs.com | |
| <input type="checkbox"/> College of the Canyons Employee Referral | <input type="checkbox"/> IMDiversity.com | |
| Name: _____ | <input type="checkbox"/> Job Announcement Posting | |
| | Where: _____ | |
| <input type="checkbox"/> College of the Canyons Job Hotline | <input type="checkbox"/> Job.com | <input type="checkbox"/> Current COC employees only |
| <input type="checkbox"/> College of the Canyons Web Page | <input type="checkbox"/> Los Angeles Times | (Please specify): |
| <input type="checkbox"/> The Daily News | <input type="checkbox"/> Monster.com | <input type="checkbox"/> E-mail announcement |
| <input type="checkbox"/> Deafnewspaper.com | <input type="checkbox"/> MonsterTRAK.com | <input type="checkbox"/> Print announcement posted |
| <input type="checkbox"/> Dice.com | <input type="checkbox"/> NurseWeek | <input type="checkbox"/> Received announcement in interoffice mail |
| <input type="checkbox"/> Ebizedu.com | <input type="checkbox"/> OpportunityKnocks.org | <input type="checkbox"/> Other _____ |
| | <input type="checkbox"/> Professional or Community Agency | |
| | Name: _____ | |



Name _____

Position _____
Applying For _____

REQUEST FOR EQUIVALENCY

Please refer to the job announcement for this position to determine which equivalencies below (if any) will be accepted. Then please check the box for the equivalency which you are requesting to be considered to qualify you for this position.

FOR DISCIPLINES REQUIRING THE MASTER'S DEGREE

Equivalency No. 1

Master's degree *in any* discipline *and* 24 units of course work *in the* discipline of the assignment. At least 12 of these units must be graduate or upper division. (The 24 units may have been either included or taken in addition to the master's degree.)

Degree: _____

Courses: _____
(asterisk graduate
or upper division
courses) _____

Units: _____

Equivalency No. 2

Master's degree *in any* discipline, *plus* two years of professional experience *related to* the discipline of the assignment *or* two years of teaching experience *in the* discipline of the assignment.

Degree: _____

Prof. Experience: _____

Years: _____

OR _____

Teaching Experience: _____

Years: _____

Equivalency No. 3

Bachelor's degree *in the* discipline of the assignment, *plus* at least 12 units of graduate work completed *in the* discipline of the assignment as part of enrollment in a master's program.

Degree: _____

Master's Program: _____

Graduate Courses: _____ Units: _____

Note: In accordance with SB 2298, applicants hired for full-time positions must complete the master's degree prior to receiving tenure. Proof of continued enrollment in master's program must be submitted prior to each semester of teaching.

Equivalency No. 4

Bachelor's degree *in the* discipline of the assignment, **plus** at least 12 units of graduate course work completed *in the* discipline of the assignment **and** one year of professional experience **related to** the discipline of the assignment **or** one year of teaching experience *in the* discipline of the assignment.

Degree: _____
Graduate Courses: _____ Units: _____

Prof. Experience: _____ Years: _____
OR _____
Teaching Experience: _____ Years: _____

Equivalency No. 5

Bachelor's degree *in the* discipline of the assignment, **plus** five years of professional experience **related to** the discipline of the assignment **or** five years of teaching experience *in the* discipline of the assignment.

Degree: _____
Prof. Experience: _____ Years: _____

OR _____

Teaching Experience: _____ Years: _____

Note: Teaching and occupational experience may be combined to total the required number of years.

FOR DISCIPLINES NOT REQUIRING THE MASTER'S DEGREE

Equivalency No. 6

Associate degree *in any* discipline *and* course work equivalent to a major *in the* discipline of the assignment *plus* six years of occupational experience *related to* the discipline of the assignment *or* six years of teaching experience *in the* discipline *of the* assignment, *plus* appropriate certification to practice *or* licensure *or* its equivalent, if available.

Degree:	<hr/>	
Courses:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	Units: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Occupational Experience:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	Years: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Teaching Experience:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	Years: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Certificate/licensure <i>or</i> equivalent:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Equivalency No. 7

College work equivalent to an Associate degree major *in the* discipline of the assignment, *plus* eight years of occupational experience *related to* the discipline of the assignment *or* eight years of teaching experience *in the* discipline of the assignment, *plus* appropriate certification or licensure or its equivalent, if available.

College work equivalent to AA:	<hr/>	Units: <hr/>
Occupational Experience:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	Years: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<i>OR</i>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Teaching Experience: _____ Years: _____

 Certificate/licensure or *equivalent*: _____

Equivalency No. 8

High school diploma *plus* completion of a training program with certification in appropriate discipline *and* two courses in teaching methodology *and* six years of work experience.

Diploma: _____
 Training Program: _____
 Certification: _____
 Courses: _____ Units: _____

 Work Experience: _____ Years: _____

Note: Teaching and occupational experience may be combined to total the required number of years.

Note: Applicants for full-time positions must complete the BA prior to receiving tenure, per AB 1725.

FOR COMPLETE CONSIDERATION, THIS INSERT MUST BE RETURNED WITH THE DISTRICT APPLICATION.

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 College of the Canyons
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 Santa Clarita, CA 91355**