

IMPORTANT INFORMATION
Classified Application Instructions / Selection Process Information

APPLICATION PROCESS. See the "Required To Apply" section of the Employment Opportunity Announcement, which lists all documents which must be submitted in order to be reviewed for this specific position. In addition, please note:

District Application form must be fully and completely filled out, dated and signed. A detailed resume may also be required but may not substitute for the official District Application form. Do not include notations such as "see resume" on the Application in lieu of completing all sections of the Application form. Copy and attach additional pages to your application, if necessary, to describe fully your related education and experience. Reference letters may not be used in lieu of completing the reference list on the Application form. Applications may be rejected for reasons including, but not limited to: late, incomplete or illegible materials; false, misleading statements or omissions of information. Photographs of applicants, special binders, page protectors, etc. will be removed from application materials prior to screening in order to assure that candidates are judged only on the basis of their qualifications.

Application materials which do not clearly show that the applicant meets the stated Minimum Qualification requirements for Experience will not be considered. Years of experience requirements mean years of full-time work unless otherwise indicated on the Announcement. One year of part-time work may equate to one-half year of full time work, depending upon number of hours worked. Applicants must clearly indicate on the application that they meet the minimum qualifications for years of experience by providing month and year of employment beginning and end dates and an accurate accounting of hours worked per week throughout each period of employment. If the minimum requirements are specific and your experience is general, include a breakdown of functions on a percentage of time involvement basis. **Application materials which do not clearly indicate that the applicant meets the stated Minimum Qualification requirements for Education will not be considered.** Note to current College of the Canyons employees who are applying for this position: materials from your personnel file are not included as part of the application file. You must provide the same materials required of any other applicant.

For positions requiring college coursework, college transcripts are required to be submitted. Copies of transcripts are acceptable but must be legible and indicate degree awarded, if a degree is required. Applicants who have completed coursework for a degree but whose qualifying degree has not been awarded at the time of application must include a completed Supplemental Equivalency Request form or a written statement from their advisor indicating when the degree will be awarded. If college transcripts will be sent directly to the Human Resources Office from your college, be sure the transcripts are addressed to the attention of the Human Resources Office; if transcripts were issued under another name (such as maiden name), make note on the application of other name used so that transcripts will be correctly matched to your application materials. Copies of college diplomas or grade cards may not substitute for transcripts. If your college or records no longer exist, a letter from the custodian of records attesting to your attendance/graduation may suffice. Note to College of the Canyons employees and alumni: the Human Resources Office does not have access to your College of the Canyons academic records or any transcripts you may have submitted to Admissions & Records for transfer evaluation. You must obtain copies of your transcripts and submit to the Human Resources Office as any other applicant. **Foreign transcripts which are not accompanied by an evaluation from an approved agency may not be reviewed.** U.S. equivalency must be certified by an approved agency. Contact the National Association of Credential Evaluating Service at www.naces.org to obtain a list of members providing this service. Any expenses incurred for this service must be borne by the applicant. Foreign transcript translations by the applicant or the educational institution are not acceptable.

Letters of reference are optional for most positions unless employment announcement indicates they are required. If required, they need not be confidential and may be included in the application package from the applicant. A copy of an official (dated and signed) performance evaluation may be substituted for one of the reference letters required.

The "Confidential Recruitment Source Information" form attached to the application is provided to comply with policy of the Santa Clarita Community College District prohibiting unlawful discrimination. Although completing and returning the form is voluntary, your assistance is solicited so that we may maintain accurate records regarding the composition of the applicant pool by minority group and by gender. If returned, the form will be detached from the application and placed in a confidential file, which will not be seen by the selection committee. It is the District policy to provide equal employment opportunities to all applicants and employees based on job-related criteria without reference to age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or Vietnam era veteran status.

Late or incomplete application materials may not be reviewed. It is the applicant's responsibility to ensure that the official application form, fully and correctly completed, and all required supplementary materials, are received by the Human Resources Office no later than 4:30 PM on the date listed on the Employment Opportunity Announcement. A postmark is not acceptable for this purpose. (If the Employment Opportunity announcement lists a "First Review Date" instead of a "Closing Date," application materials received by 4:30 PM on the First Review Date will be included in the first review of applications for this position by the screening committee. Applications received after the First Review date will only be considered if a candidate has not been selected from the first pool. In this situation recruitment may continue until the position is filled and may close without notice.)

All materials submitted are for this position only and become the property of the District. Candidates wishing to apply for more than one position must submit duplicate materials, including an application form with an original signature and all required supporting materials, for each position.

Materials will not be returned, copied, or considered for other openings. Applicants are encouraged to photocopy all applications and supporting documents before submitting them. District staff and equipment are not available to make copies for applicants.

We regret that we are unable to notify applicants of their status at each stage of the process. The selection process may take up to six weeks or more from the Closing (or First Review) Date until hire.

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the Human Resources Office in writing no later than the filing date stated on the Employment Opportunity Announcement, and include an explanation as to the type and extent of accommodation needed to participate in the selection process.

SELECTION PROCESS. The District application form and required supporting documentation will undergo initial review and evaluation in accordance with the minimum qualifications listed on the Announcement. Application materials which do not clearly indicate that the applicant meets the minimum qualifications as stated will not be considered. **Meeting the minimum qualifications for a position does not assure the candidate of an interview.** Next, a selection committee will evaluate those applications which meet the minimum qualifications as soon as possible after the Closing or First Review deadline and reserves the right to limit the number of interviews granted to those whose qualifications best meet the needs of the District. The candidates selected for an interview will be notified of the time and place of the interview. Unsuccessful applicants will receive a letter. Interviews are held on the College of the Canyons campus and are conducted by the selection committee. The District reserves the right to conduct skills evaluations for knowledge and skills related to this position. A second-level interview may be required. In the interview, consideration will be given to various factors, including, but not limited to, education, work experience, personal development, ability to work with others, initiative, and sensitivity to diversity. Travel costs related to interviews will be borne by the candidate.

OFFER OF EMPLOYMENT to the person selected for any position will be contingent upon:

- Background fingerprint clearance;
- Successful completion of pre-employment physical examination and TB screening;
- Presentation of proof of eligibility to work in the United States;
- Presentation of "official" sealed college transcripts for those positions requiring college coursework;
- Board of Trustees approval.



Application for CLASSIFIED Employment

HUMAN RESOURCES

Santa Clarita Community College District

26455 Rockwell Canyon Road, Santa Clarita, California 91355

WEBSITE: WWW.CANYONS.EDU/OFFICES/HUMANRESOURCES/JOBLISTINGS.ASP

24-HOUR JOBLINE: 661 259-7800 EXT. 7231 AND 7234 • OFFICE: (661)362-3428

Type or print all information.

This application is part of your total evaluation; please exercise the greatest care in preparing this form. Information herein becomes a legal part of the contract if hired; be careful to answer all questions completely and accurately, and not skip any section or omit any item. Make sure the information you list on your application is complete, detailed, and clear with respect to your qualification for this position. Please print "NA" on any section that is not applicable. Applicants may be required to submit a resume in addition to this application; however, resumes may not replace any part of this application. Use reverse or separate sheet if more space is needed. Please submit a new application for each job. If you have a verifiable disability and require accommodation to participate in the employment process, contact the Human Resources Office.

Position Applied For: _____

Name: _____ Date of Application: _____

If different name listed on college transcripts or used in former employment, please indicate: _____ Social Security #: _____

Complete Mailing Address and Zip: _____

List all telephone numbers or e-mail addresses below that we may use to contact you in order of preference

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1 _____
 <input type="checkbox"/> home <input type="checkbox"/> work <input type="checkbox"/> cell/other <input type="checkbox"/> e-mail</p> | <p>3 _____
 <input type="checkbox"/> home <input type="checkbox"/> work <input type="checkbox"/> cell/other <input type="checkbox"/> e-mail</p> |
| <p>2 _____
 <input type="checkbox"/> home <input type="checkbox"/> work <input type="checkbox"/> cell/other <input type="checkbox"/> e-mail</p> | <p>4 _____
 <input type="checkbox"/> home <input type="checkbox"/> work <input type="checkbox"/> cell/other <input type="checkbox"/> e-mail</p> |

Are you under 18 years of age? Yes No Are you a current or former employee of this District? Yes No

Are you an active or retired member of PERS or STRS? Yes No Do you have any relatives employed by this District? Yes No

If so, provide name(s) of relative(s) _____ relationship _____

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

Have you ever been convicted of a felony or misdemeanor? Yes No A conviction record does not necessarily exclude you from employment with this District. However, failure to report convictions prior to the closing or review date for the position can lead to dismissal from the position if you are the successful applicant. If "Yes," please indicate the nature of the conviction below.

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No
 Proof of citizenship or immigration status is required upon employment.

—office use only—	
<input type="checkbox"/> Complete	<input type="checkbox"/> Ineligible—Incomplete: <input type="checkbox"/> transcript not provided (if required) <input type="checkbox"/> resume not provided (if required) <input type="checkbox"/> interest letter not provided (if required)
<input type="checkbox"/> Ineligible—Late	<input type="checkbox"/> if degree is required, degree earned is not stated on transcript <input type="checkbox"/> add'l units or transcripts required to prove qualification.
<input type="checkbox"/> Ineligible—Materials provided do not indicate applicant meets Experience Minimum Requirement _____	
<input type="checkbox"/> Ineligible—Materials provided do not indicate applicant meets Education Minimum Requirement _____	
<input type="checkbox"/> Eligible (materials complete and meet minimum qualifications) Evaluator Initials: _____ Date: _____	

EDUCATION Read the education requirements in the employment opportunity announcement before completing this section.
College transcripts are required to apply for some positions (if space below is insufficient, use reverse or separate sheet of paper):

Last High School Attended	City, State	Indicate highest grade completed ___ High School Graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>			
		If not, passed High School Equivalency Test? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Accredited Post-Secondary Institutions	City, State	Major	Units Completed		Degree Awarded and Subject
			Semester	Quarter	
Trade/Vocational School or Extension Program	City, State	List courses or training completed relevant to this position			Degree or Certificate Awarded and Subject

Other education/training not listed above: _____

SKILLS AND QUALIFICATIONS (If space below is insufficient, use reverse or separate sheet of paper):

I certify estimate my typing or data entry speed at _____ words per minute 10-key proficiency yes no
 I certify estimate I take dictation at speed of _____ words per minute Bookkeeping or Budget exp. yes no

Computer Software (list each package learned or used below and check level of knowledge):

Software	Basic	Inter.	Adv.	Took class	Used on the job (how long)	Software	Basic	Inter.	Adv.	Took class	Used on the job (how long)

Professional Licenses and Certificates: _____

Professional or Trade Association Memberships: _____

Do you have a valid Driver License? Yes No Driver License No: _____ State: _____ Expiration Date: _____

Fluency in language(s) other than English and check ability to read, write, or speak:

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

Other Skills/Abilities or proof of technical competence not listed: _____

EMPLOYMENT EXPERIENCE: Please read the experience requirements in the employment opportunity announcement before completing this section. Be sure you describe the duties you performed which demonstrate that you have the knowledge and skills to perform the duties of this position. Include all employment experience, listing the most recent position first. If you held more than one position with the same employer, list each position separately. Please fill out completely; do not leave blanks. If more space is needed, use a copy of this page or use the same format on a separate piece of paper. Include periods of self-employment and military experience. Include volunteer experience relevant to the position. Explain gaps of more than six months of employment during the last five years on a separate piece of paper. Please do not include notations such as "see resume" on the Application; resumes are not accepted *in place of* any part of this application although you may be required to include a resume with your materials.

Employer	Employed From: Month Year	To: Month Year	Work Performed (include any supervisory or lead functions, including number of employees supervised/lead):
Address	Number of hours worked per week:	Number of months worked per year:	
Telephone (with area code)			
Type of Business	Total time at this job:	Ending Salary:	
Your Position	Years Months		
Supervisor/Title	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for Leaving			
Employer	Employed From: Month Year	To: Month Year	Work Performed (include any supervisory or lead functions, including number of employees supervised/lead):
Address	Number of hours worked per week:	Number of months worked per year:	
Telephone (with area code)			
Type of Business	Total time at this job:	Ending Salary:	
Your Position	Years Months		
Supervisor/Title	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for Leaving			
Employer	Employed From: Month Year	To: Month Year	Work Performed (include any supervisory or lead functions, including number of employees supervised/lead):
Address	Number of hours worked per week:	Number of months worked per year:	
Telephone (with area code)			
Type of Business	Total time at this job:	Ending Salary:	
Your Position	Years Months		
Supervisor/Title	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for Leaving			
Employer	Employed From: Month Year	To: Month Year	Work Performed (include any supervisory or lead functions, including number of employees supervised/lead):
Address	Number of hours worked per week:	Number of months worked per year:	
Telephone (with area code)			
Type of Business	Total time at this job:	Ending Salary:	
Your Position	Years Months		
Supervisor/Title	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for Leaving			

Employer	Employed From: Month Year	To: Month Year	Work Performed (include any supervisory or lead functions, including number of employees supervised/lead):
Address	Number of hours worked per week:	Number of months worked per year:	
Telephone (with area code)			
Type of Business	Total time at this job: Years Months	Ending Salary:	
Your Position		per <input type="checkbox"/> hr <input type="checkbox"/> mo <input type="checkbox"/> yr	
Supervisor/Title	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for Leaving			
Employer	Employed From: Month Year	To: Month Year	Work Performed (include any supervisory or lead functions, including number of employees supervised/lead):
Address	Number of hours worked per week:	Number of months worked per year:	
Telephone (with area code)			
Type of Business	Total time at this job: Years Months	Ending Salary:	
Your Position		per <input type="checkbox"/> hr <input type="checkbox"/> mo <input type="checkbox"/> yr	
Supervisor/Title	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for Leaving			

REFERENCES:

Provide at least three current references who are familiar with your work-related abilities and background. Please do not use relatives. Include recent direct supervisors. You may be asked for alternate names and numbers if listed contacts are not available.

Name of Contact: _____ Position: _____
Institution or Company Name: _____ Type of Business: _____
City, State: _____ Telephone Number: _____

Name of Contact: _____ Position: _____
Institution or Company Name: _____ Type of Business: _____
City, State: _____ Telephone Number: _____

Name of Contact: _____ Position: _____
Institution or Company Name: _____ Type of Business: _____
City, State: _____ Telephone Number: _____

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, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

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
Online: _____ Print: _____ | <input type="checkbox"/> Headhunter.net | <input type="checkbox"/> Other
(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
Name: _____ | <input type="checkbox"/> IMDiversity.com | |
| | <input type="checkbox"/> Job Announcement Posting
Where: _____ | |
| <input type="checkbox"/> College of the Canyons Job Hotline | <input type="checkbox"/> Job.com | |
| <input type="checkbox"/> College of the Canyons Web Page | <input type="checkbox"/> Los Angeles Times | <input type="checkbox"/> Current COC employees only
(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: _____ | |