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: lpukay@sbceo.org
WEB: [http://www.hancock.cc.ca.us/admin/depts/hr](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@giant.sequoias.cc.ca.us
WEB: [http://zeus.sequoias.cc.ca.us/hrs/personnel.html](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
WEB: [http://www.cuesta.cc.ca.us/humres2/joblist.asp](http://www.cuesta.cc.ca.us/humres2/joblist.asp)

**Gavilan College**
5055 Santa Teresa Blvd. Gilroy, CA 95020
(408) 848–4753 E–Mail: dbaughn@gavilan.cc.ca.us
WEB: [http://www.gavilan.cc.ca.us/jobs](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
WEB: [http://www.hartnell.cc.ca.us/hr](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
WEB: [http://www.merced.cc.ca.us/hr](http://www.merced.cc.ca.us/hr)

**Monterey Peninsula College**
980 Fremont Blvd., Monterey, CA 93940
(831) 646–4014 E–Mail: sthorsen@mpc.cc.ca.us
WEB: [http://www.mpc.edu](http://www.mpc.edu)

**San Joaquin Delta College**
5151 Pacific Ave., Stockton, CA 95207
(209) 954–5056 E–Mail: humanresources@deltacollege.edu
WEB: [http://www.deltacollege.edu/dept/hr](http://www.deltacollege.edu/dept/hr)

**West Hills College**
300 Cherry Lane, Coalinga, CA 93210
(559) 935–0801 Ext. 3323 E–Mail: stoppeke@whccd.cc.ca.us
WEB: [http://www.westhills.cc.ca.us/employ.html](http://www.westhills.cc.ca.us/employ.html)
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
- Cuesta College
- Hartnell College
- Monterey Peninsula College
- West Hills College
- College of the Sequoias
- Gavilan College
- Merced College
- San Joaquin Delta College

**Application for Academic or Administrative Service**

**Position for which you are applying:**

- [ ] Full-time
- [ ] Part-time

**Personal Information:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Other Name(s) Used:</th>
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<thead>
<tr>
<th>Present Address:</th>
<th>Number and Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<tr>
<th>Telephone (day)</th>
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<th>Do you meet minimum qualifications for this position?</th>
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<tr>
<td>Telephone (Evening)</td>
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<td>If no, you must submit an application for equivalency. Read and follow the equivalency procedures for each college. You may need to request an appropriate form.</td>
</tr>
</tbody>
</table>

**E–Mail Address**

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

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Location City/State</th>
<th>Diploma Degree Received</th>
<th>Major</th>
<th>Total Units Completed</th>
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<td>Semester</td>
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- 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:**

<table>
<thead>
<tr>
<th>Type of Credential</th>
<th>Authorized Subjects</th>
<th>Expiration Date</th>
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</table>

<table>
<thead>
<tr>
<th>Other Professional Credentials, Certificates and Licenses:</th>
<th>Type Presently Held</th>
<th>ID Number</th>
<th>Expiration Date</th>
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</thead>
</table>

**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.

<table>
<thead>
<tr>
<th>Position</th>
<th>Employer</th>
<th>Supervisor</th>
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**Duties or Subjects Taught**

If instructional position, number of credits taught/year

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<thead>
<tr>
<th>Semester</th>
<th>Quarter</th>
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Reason for leaving

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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.

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**Foreign Languages**

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<th>Speak</th>
<th>Write</th>
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<tbody>
<tr>
<td>Read</td>
<td>Fluency</td>
</tr>
</tbody>
</table>

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:

- Are you able, upon employment, to submit verification that you are a United States citizen or are eligible to work in the United States:
  - Yes
  - No

  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.

- 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.)
  - Yes
  - No

  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. 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.

- Have you ever been dismissed from employment or resigned in lieu of being dismissed for inefficiency, delinquency, or misconduct? If "yes" explain below.*
  - Yes
  - No

  A yes answer will not automatically preclude you from employment consideration.

- The College is hereby authorized to contact my present employer.
  - Yes
  - No

- The College is hereby authorized to contact my past employers.
  - Yes
  - No

- The College is hereby authorized to contact other references. Any exceptions have been noted on page 2.
  - Yes
  - No

- Have you ever been employed by or does the College currently employ you?
  - Yes
  - No

  Date of Employment

  Position(s)

  Area / Lab / Department

- Does the College employ a relative of yours? If "yes" give name and relationship below.*
  - Yes
  - No

  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.

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.

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.

*Applicant’s Signature

*Original signature is required on application submitted to each College.
Diversity Statement:
In 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.

<table>
<thead>
<tr>
<th>Applicant’s Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Applied for:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>
As an affirmative action/equal opportunity employer, we are required to compile summary data on applicants for employment. We are requesting your assistance in providing the information below. Please return this form with your application. The completion of this questionnaire is voluntary on your part. The form will be kept confidential and separate from all hiring documents and will not be forwarded to the colleges/departments making employment decisions.

Name: __________________________ Date: ______________________

Position applied for: ☐ Full–time ☐ Part–time

☐ Male ☐ Female ☑ Over 40 years of age? ☑ Yes ☐ No

Are you a person with a disability? ☑ Yes ☐ No
If yes, do you need any accommodation(s)? ☑ Yes ☐ No

*As defined in the Americans with Disabilities Act of 1990, a disabled person is one who:
(1) Has a physical or mental impairment which substantially limits one or more major life activities;
(2) Has a record of such an impairment; or
(3) Is regarded as having such an impairment.

If yes, please contact the College where you are applying for services. Individual phone numbers are provided on Page 1 of this application.

Heritage: ☐ Alaskan/Native American ☐ African–American
☐ Asian ☐ Hawaiian
☐ Hispanic ☐ White
☐ Cambodian ☐ Chinese
☐ Filipino ☐ Guamanian
☐ Japanese ☐ Korean
☐ Laotian ☐ Other Asian
☐ Other Pacific Islander ☐ Samoan
☐ Vietnamese ☐ Other/Unknown

Status: ☐ Veteran ☐ US Citizen
☐ Vietnam Veteran ☐ Permanent Resident

Recruitment Information: How did you hear about this position/job?

☐ Chronicle of Higher Education
☐ CCCCO Registry
☐ District flyer
☐ District Website
☐ District Telephone Job Line
☐ Job Fair (please identify location)....................
☐ Journal or other discipline publication (please identify)........
☐ Local Publication(s) (please identify)............
☐ Referral
☐ Word of Mouth
☐ Other (please indicate source).....................

We appreciate your assistance in providing statistics to help us improve our recruitment efforts.

☐ I decline to complete this form

WEB C14 Application.doc Signature (Original signature for each College)
Minimum Qualifications for Faculty

The minimum qualifications for service as a College of the Sequoias faculty member teaching any credit course, or as a counselor or librarian, shall be satisfied by meeting any one of the following requirements:

In disciplines normally requiring an M.A./M.S., one of the following must be satisfied:

1. Possession of a master’s degree (or equivalent foreign degree) in the discipline of the faculty member’s assignment.
2. Possession of a master’s degree (or equivalent foreign degree) in a discipline reasonably related to the faculty member’s assignment (to be determined by the division or department) and possession of a bachelor’s degree in the discipline of the faculty member’s assignment.

In disciplines where the master’s degree is not generally expected or available (specialized technical, trade or industrial fields), one of the following must be satisfied:

1. Possession of a bachelor’s degree plus two years of professional experience directly related to the faculty member’s assignment; or
2. Possession of an associate degree plus six years of professional experience directly related to the faculty member’s assignment.

Equivalent Qualifications for Faculty

Candidates not meeting these minimum qualifications may be determined equivalent by presenting the following criteria.

In disciplines normally requiring an MA/MS

• BA/BS plus 36 semester units or more (to be determined by the divisions) of graduate level coursework in the specific discipline from an accredited institution OR
• BA/BS plus licensure in the discipline from an accredited institution or entity OR
• Documented experience of eminence in the discipline. Documents must establish that the candidate is recognized as prominent both within and outside his/her geographical region AND that eminence is based on experiences and activities in this field clearly beyond those that are typical.

In disciplines where the master’s degree is not generally expected or available (specialized technical, trade, or industrial fields), the following must be satisfied.

• Verifiable expertise of eminence in the discipline. The candidate must demonstrate eminence based on experiences and activities in the field which are clearly beyond those that are typical.
POLICIES

1. Definitions of terms used in this policy
   The definition of “reasonably related” is those courses within the discipline list as they appear in the Chancellor’s Office Discipline Lists [Title 5, Article 1, §53407(2)].

2. Department responsibilities
   • Departments may choose to offer either single course or full subject matter equivalency.
   • Departments will determine the issue of acceptance of eminence as a qualification for equivalency.
   • Departments may require more, but not less, than the minimum of 36 hours of graduate level coursework for equivalency candidates.
   • Departments will determine what coursework is acceptable in lieu of an M.A./M.S.
   • Departments will determine a timeline for currency of a candidate’s experience.

3. Equivalency Committee
   • The Equivalency Committee shall include the Academic Senate Vice President as chair and members of the hiring committee from the department whose candidate is seeking equivalency.
   • All equivalency decisions are final.
   • A candidate may appeal the Equivalency Committee’s decision no more than three times and only if the new application contains significant additions.

4. Criteria for seeking equivalency
   • College of the Sequoias will not accept equivalency granted by another institution. Each candidate must fulfill the equivalency demands of COS.
   • This same criterion will apply for present part–time employees as well as new candidates.
   • Hourly employees must either qualify by minimum standards or meet the equivalency standards.
   • Foreign degree equivalency will be determined by one of the six regional accrediting agencies recognized by the Council on Post Secondary Accreditation. All foreign college and university degrees must be evaluated to ensure the educational background is equivalent to US degrees or credits. Therefore, foreign degree holders will be referred to the Credentials Evaluation Service (213-390-6276) for confirmation of the degree’s equivalency. The expense of this evaluation is the responsibility of the applicant.
   • Candidates who are not yet finished with their degree programs will be encouraged to apply under the internship programs rather than seeking equivalency.

Ref AB 1725
Adopted 2nd Reading 6/16/97

Reproduced by Human Resource Services 01/06/98 bp 5001.p65