

CLASSIFIED APPLICATION PACKET

GENERAL INFORMATION TO THE APPLICANT

EMPLOYMENT PROCESS

- The District must receive all materials requested on the “Announcement of Employment Opportunity” **no later** than the review/close date noted on the position announcement (**postmarks will not be accepted**). Incomplete and/or late applications will not be forwarded to search committees.
- Please review the job announcement and gather all the documents required to apply for the position. Every position requires a diversity statement (see job announcement for further details). A diversity statement is information you provide which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Human Resources **will not** accept applications via e-mail or fax. All materials in your file become District property, will not be returned, and will be considered for this vacancy only.
- A search committee will screen applications to select candidates for interview. **Meeting the minimum qualifications for a position does not guarantee that an applicant will receive an interview.** Generally, candidates selected for interview will be contacted by telephone as soon as possible after the close/review date. Committees of at least three members conduct all interviews.
- Foreign transcripts and degrees requiring translation and official certification of equivalence to U.S. transcripts and degrees must be provided by applicants using a certified U.S. review service by the application deadline.
- Reference checks for finalists will be conducted.
- The District reserves the right to re-advertise, postpone or cancel positions.

ACCOMMODATION

- Persons with disabilities who require assistance in completing the application and/or reasonable accommodation to complete the employment process must contact Employment Services with the request. Applicants must make the request prior to the application review/close date for assistance in completing the application. Applicants must contact Employment Services before the interview date for assistance with the interview.

BENEFITS

- Employees in the District participate in either the State Teachers Retirement System (STRS) or the Public Employees Retirement System (PERS). We offer an excellent and generous fully paid package that includes medical coverage for the employee and eligible dependents. There are three health plans to choose from: HMO, EPO, and PPO. The District also pays dental, vision care, long-term disability insurance and basic life insurance and provides an employee assistance program that offers information, referral and short-term counseling. The District also offers excellent vacation and sick leave benefits as well as staff development opportunities and reimbursement for some educational expenses.

CLASSIFIED EMPLOYMENT APPLICATION

A separate application is required for each announcement.

Complete the application in its entirety. Do not leave any section unanswered. If an item does not apply to you, write NOT APPLICABLE or N/A. If you require a reasonable accommodation to complete the employment process, please notify Employment Services. **Please type or print your answers. If you print, please do so in blue or black ink and write neatly. Include your name and announcement # on any documents accompanying this application packet.**

The District is an Equal Opportunity Employer.

SECTION I- PERSONAL INFORMATION

Announcement #: _____ Position Title: _____

_____ Birthday _____ Name: _____
Last four digits of your social security # M #D First M.I. Last

Address: _____
Street City State Zip

() _____ () _____ E-Mail Address _____
 Home Telephone Alternative Telephone

I am a U.S citizen or otherwise authorized to work in the United States on an unrestricted basis: ___No___ Yes
 (Proof of identity and eligibility will be required upon offer of employment).

Are you currently an employee of this district? ___No___ Yes Permanent [] Temporary [] Part-Time Faculty []

SECTION II-EDUCATION/TRAINING

(Attach an additional sheet(s) if necessary).

Education	Institution City, State, Country	Total Units Completed (Indicate sem./qtr.)	Date Attended From To		Degree or Certificate (If applicable)	Course of Study/Major
High School (Or Equivalent)						
Technical/Business/Trade School						
College/University						
Graduate School						
Other						

Professional activities, and references: If applicable, include on your resume published writings, honors and awards, community involvement, membership in professional organizations and any licenses and certificates held that support your qualifications for this position. You may list up to five professional references that would be able to verify your education, training and/or applicable work experience.

SECTION III-EMPLOYMENT HISTORY

A resume or vita will not serve as a substitute for this completed section. Begin with your most recent position and account for your last five jobs if applicable. Attach additional sheet(s) as needed.

Dates Employed From: ____/____/____	To: ____/____/____ Enter "present" if still employed	Total: Yrs./Months	Hours Per Week:
Name of Employer:		Phone ()	
Address of Employer (City, State, Zip, Country)			
Job Title or occupation:		May we contact? ____ No ____ Yes If no, when may we contact? _____	
____ Full-Time ____ Part-Time (Indicate % of time worked)		Supervisor's Name: Supervisor Phone # () ____ - ____ Title:	
Duties and Responsibilities:			

Dates Employed From: ____/____/____	To: ____/____/____	Total: Yrs./Months	Hours Per Week:
Name of Employer:		Phone ()	
Address of Employer (City, State, Zip, Country)			
Job Title or occupation:		May we contact? ____ No ____ Yes If no, when may we contact? _____	
____ Full-Time ____ Part-Time (Indicate % of time worked)		Supervisor's Name: Supervisor Phone # () ____ - ____ Title:	
Duties and Responsibilities:			

Dates Employed From: ____/____/____	To: ____/____/____	Total: Yrs./Months	Hours Per Week:
Name of Employer:		Phone ()	
Address of Employer (City, State, Zip, Country)			
Job Title or occupation:		May we contact? ____ No ____ Yes If no, when may we contact? _____	
____ Full-Time ____ Part-Time (Indicate % of time worked)		Supervisor's Name: Supervisor Phone # () ____ - ____ Title:	
Duties and Responsibilities:			

Dates Employed From: ____/____/____	To: ____/____/____	Total: Yrs./Months	Hours Per Week:
Name of Employer:		Phone ()	
Address of Employer (City, State, Zip, Country)			
Job Title or occupation:		May we contact? _____ No _____ Yes	
_____ Full-Time _____ Part-Time (Indicate % of time worked)		If no, when may we contact? _____	
		Supervisor's Name: Supervisor Phone # () ____ - _____ Title:	
Duties and Responsibilities:			

Dates Employed From: ____/____/____	To: ____/____/____	Total: Yrs./Months	Hours Per Week:
Name of Employer:		Phone ()	
Address of Employer (City, State, Zip, Country)			
Job Title or occupation:		May we contact? _____ No _____ Yes	
_____ Full-Time _____ Part-Time (Indicate % of time worked)		If no, when may we contact? _____	
		Supervisor's Name: Supervisor Phone # () ____ - _____ Title:	
Duties and Responsibilities:			

SECTION IV-DIVERSITY STATEMENT

On a separate sheet(s), please write a statement on your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

I hereby certify that all entries on this Application for Employment and other statements made by me are true and correct, and that I have not omitted or withheld any material information. I also authorize my former employers and other individuals to give any information concerning me, whether or not it is in their records, and I hereby release them and their companies or institutions from any liability whatsoever. I understand that I will be subject to dismissal if anything in this application and the supporting documents I have provided is found to be untrue.

Signature Date

<p>For Office Use Only: Step _____ Shift: Day Eve Swing Grave Hire date _____</p> <p style="text-align: center;">Authorized Signature: _____</p>
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MANDATORY SECURITY QUESTIONNAIRE AND VOLUNTARY DEMOGRAPHIC SURVEY

MANDATORY SECURITY QUESTIONNAIRE

Have you ever been convicted of a crime? (You do not need to disclose convictions arising out of minor violations of the Vehicle Code, but you do need to disclose all misdemeanor and felony convictions, even those later set aside under Penal Code Section 1203.4.).
Convictions will not necessarily bar you from employment.

___ No ___ Yes If yes, please explain: _____
Attach additional sheets if necessary

Signature _____ Date _____

VOLUNTARY DEMOGRAPHIC SURVEY

The Foothill-De Anza Community College District is committed to equal opportunity and diversity. We are actively recruiting persons with disabilities and all other qualified candidates. We request your completion of the following information to assist in the successful implementation of our program. Completion of this form is voluntary. The information you provide will be used for reporting purposes only, and not for employment decisions. The information provided will be kept confidential. Employment Services will detach this form from the application packet prior to forwarding your application materials to the search committee.

Name: _____ Date of Birth: _____
First M.I. Last

Job #: _____ Position Title: _____ Gender: ___ Male ___ Female

Race/Ethnic Identification: (Circle only one)

- (AI) American Indian/Alaskan Native (H) Hispanic (W) White (AA) African American/Black (X) Decline to State
(O) Other (Non-Hispanic) (Non-Hispanic)
(AP) Asian/Pacific Islander (circle one)
(1) Vietnamese (2) Filipino (3) Japanese (4) Chinese (5) Korean (6) Cambodian
(7) Laotian (8) Hawaiian (9) Guamanian (10) Samoan (11) Asian Indian (12) Other Asian
(13) Other Pacific Islander

Do you have a disability? ___ No ___ Yes Specify: _____

(An individual with a disability is a person who has (1) a physical or mental impairment that substantially limits one or more life activities; or (2) a record of such impairment; or (3) is regarded as having such an impairment.) If you require a reasonable accommodation to complete the application or interviewing process, please notify Employment Services.

Are you a Vietnam Era Veteran?

Service Dates must be between August 5, 1964–May 7, 1975 ___ No ___ Yes

Advertising, Recruitment, Outreach and Promotion Sources and Activities

In order to effectively assess the Foothill-De Anza recruitment, outreach, advertising and promotion sources and activities, we need your assistance. Please indicate specifically the source or activity that made you aware of the position for which you are applying.

NEWSPAPERS

- ___101-San Jose Mercury
___102-Chronicle of Higher Education
___130-Viet Mercury
___131-Nuevo Mundo
___132-Asian Week
___103-Other Newspaper-Specify _____

PUBLICATIONS

- ___104-The Registry-California Community Colleges
___105-Employment Flyer/Poster
___106-Publications/Journal-Specify _____
___107-Newsletter

SOURCE

- ___108-Professional Association/Organization
___110-Career Planning and Placement
___112-Unidentified
___118-Foothill-De Anza Employment Services Website
___134-Career Builder
___115-Job Fair
___135 Hot Jobs
___121-Other Internet Resources-Specify _____
- ___109-Personal Referral/Individual Contact
___111-Foothill-De Anza Employment Services Office
___116-Registry
___119-Foothill-De Anza Employment Listserver
___113 Conference
___114 Community Agency

