

General Information to the Applicant

Employment Process

Application Procedures: All materials requested on the "Announcement of Employment Opportunity" must be received by the District no later than the review/close date noted on the position announcement (post marks will not be accepted). Incomplete and/or late applications will not be forwarded to search committees.

Interview Procedures: 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 approximately two to five weeks after the close/review date. All interviews are conducted by a committee of three to seven members.

Accommodation

Persons with disabilities who require reasonable accommodation to complete the employment process must contact Employment Services with the request. It is important to make the request prior to (1) the application review/close date for assistance in completing the application and (2) the interview date for assistance with the interview.

Benefits

The Foothill-De Anza Community College District is an ideal place to work. The college environment is a special place. On-going activities, events and special programs create a vibrant, responsive and supportive atmosphere for our students and our employees. The campus settings, locations, and architecture all combine to make the workplace a beautiful place to be.

We offer an excellent and generous fully-paid benefit package that includes paid medical coverage for both the employee and eligible dependents. Employees may choose to enroll in a HMO or a 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.

Eligible employees can earn up to 22 days of vacation each year, are paid for 14 holidays each year and earn 10 days of paid sick leave each year. In addition, paid professional leaves, staff development opportunities and reimbursement for some educational expenses are available to employees.

Employees in the District participate in either the State Teachers Retirement System (STRS) or the Public Employees Retirement System (PERS) and become vested in only 5 years. Both retirement systems are fiscally sound and offer substantial retirement income with automatic cost of living adjustments at scheduled intervals.

Foothill–De Anza Community College District Request For Equivalency

If you do not meet the minimum qualifications as stated on the Position Announcement, you must complete this form if you wish to claim the equivalent to the minimum qualification. Complete each portion of the form in detail to provide sufficient information to make a determination of equivalency. It is the applicant's responsibility to provide complete information on this form. Do not state "see transcripts" or "see resume".

Please type or print

Name: _____

Position Title: _____

Discipline or Field Required for Position: _____

Minimum qualifications for the discipline or field in which the equivalency is requested: _____

Part 1: Identify and complete the appropriate category for the equivalency request based on the minimum qualifications for the field or discipline in which the equivalency is requested.

My academic and professional background is equivalent to:

____ A.A. degree + 6 years full-time work experience in _____

____ Bachelor's degree + 2 years full-time work experience in _____

____ Master's degree in _____

____ Master's degree in _____

with emphases and/or certificate in _____

____ Bachelor's in _____ and Master's in _____

____ Eminence in (Provide supporting documentation which may include written statements by experts in the discipline, evidence of the production of tangible products such as published works, invited presentations to discipline related professional organization, awards and professional recognition, etc.)

Note: Teaching experience is not equivalent to experience in the discipline.

Office Use Only: Received/Employment Services _____

Sent to Search Committee/Dean _____

Received/Search Committee/Dean _____

Received Equivalency Committee _____

Part 2: Identify the specific courses, workshops, related work experiences that document equivalency.

A. Academic Preparation: List the institution, course number and title, course level (graduate, upper division, lower division), and number of semester or quarter units for all classes that apply to the field or discipline in which equivalency is requested. Do not state "see transcripts."

Institution	Course Number	Course Title	Course Level	#Sem. Units or #Qtr. Units
Total # Semester Units: 1 sem = 2/3 quarter units				Total: _____

B. Workshops, Seminars, Other Training: List the institution, seminar/workshop title, and number of hours for all seminars/workshops/etc. that apply to the field or discipline in which the equivalency is requested.

Institution	Title of Seminar/Workshop	Dates	# Hours

C. Work Experience: List the company, duties, and dates for all full-time, and part-time employment that apply to the field or discipline in which equivalency is requested. Do not state "see resume".

Company/Organization	Duties	Dates Worked	% Time	# Yrs./Mos.
				Total # Yrs./Mos. _____

Part 3: List any additional information that supports your application. _____

Certification: I certify that all of the foregoing statements are true, correct and complete. I understand that the equivalency will be revoked if the information presented in this document is found to be untrue or incorrect.

 Print Name

 Sign Name

 Date

Faculty/Management 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.

Job #: _____ **Position Title:** _____

Social Security # ____ / ____ **Birthday** ____ / ____ **Name:** _____
First five digits only of your Social Security # Month Day First Last

Address: _____ () _____
Street Home Telephone
_____ () _____
City State Zip Alternate Telephone

Can you provide authorization to work in the United States? ☐ Yes ☐ No **Are you currently a District employee?** ☐ Permanent ☐ Temporary ☐ No

May we contact your current employer? ☐ Yes ☐ No

Professional activities, and references: Include on your resume published writings, honors and awards, community involvement, membership in professional organizations and any licenses and certificates held. You may list up to five professional references.

Below, provide information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff:

(Attach additional sheets)

It is the policy of this District to provide equal opportunity in all its programs and in all aspects of employment and student recruitment where persons of a particular race or sex or with a disability are underutilized, underrepresented, or underserved.

Post-Secondary Education History *Document all post-secondary units earned. Refer to Job announcement for Transcript requirements.*

Institution City & State	Major	Units Earned Indicate (Sem/Qtr)	Degree Received

Equivalency: If you are seeking equivalency, you must complete the Request for Equivalency Form.

Attach additional sheets if necessary

Total Work History *A Resume or Vita will not serve as a substitute for this completed section.*

Inclusive Dates: (Begin with current or most recent)	Institution, Firm, or Organization City & State	Rank, Title or Position
From: ____ Mo. ____ Yr. To: ____ Mo. ____ Yr. <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time % of part-time to full-time: ____		Position: Supervisor's Name: Supervisor's Title: Phone Number: ()
From: ____ Mo. ____ Yr. To: ____ Mo. ____ Yr. <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time % of part-time to full-time: ____		Position: Supervisor's Name: Supervisor's Title: Phone Number: ()
From: ____ Mo. ____ Yr. To: ____ Mo. ____ Yr. <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time % of part-time to full-time: ____		Position: Supervisor's Name: Supervisor's Title: Phone Number: ()

Attach additional sheets if necessary

I hereby certify that all entries on this Application for Employment and other statements made by me are true and correct without mental reservation 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

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. If you choose not to provide this information it will not be held against you. 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: _____
First Last

Job #: _____ **Position Title:** _____

Date of Birth: _____ **Gender:** ☐ Male ☐ Female

Race/Ethnic Identification: (check only one)

☐ (AI) American Indian/Alaskan Native

☐ (H) Hispanic

☐ (AP) Asian/Pacific Islander (circle one)

(1) Vietnamese (5) Korean (9) Guamanian (13) Other Pacific Islander

(2) Filipino (6) Cambodian (10) Samoan

(3) Japanese (7) Laotian (11) Asian Indian

(4) Chinese (8) Hawaiian (12) Other Asian

☐ (AA) African-American

☐ (W) White/Non-Hispanic

☐ (O) Other

☐ (X) Decline to answer

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 major life activities; or (2) a record of such an 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

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 are not an automatic bar to employment. ☐ No ☐ Yes If yes, please explain: _____

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. It would be most appreciated if you would 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 _____

PUBLICATIONS

☐ 104–The Registry–California Community Colleges

☐ 105–Employment Flyer/Poster

☐ 106–Publications/Journal—Specify: _____

☐ 107–Newsletter

☐ 113–Conference

☐ 115–Jobfair

SOURCE

☐ 108–Professional Association/Organization

☐ 109–Personal Referral/Individual Contact

☐ 110–Career Planning and Placement

☐ 111–Foothill-De Anza Employment Services Office/Job Line

☐ 112–Unidentified

☐ 114–Community Agency

☐ 116–Registry

☐ 118–Foothill-De Anza Employment Services Website

☐ 119–Foothill-De Anza Employment Listserver

☐ 134–Career Builder

☐ 135–HotJobs.com

☐ 136–Edu–Tech

☐ 121–Other Internet Resources

Signature