

## **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.

# 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 accomodation 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

## Education/Training

Education	Name	City & State	Degree/Certificate	Major Area of Study
High School				
College				
Training				

Attach additional sheets if necessary

Please continue on reverse side

# Employment History

Position Title: Dates of Employment (Begin with current or most recent)	Employer Name City & State	Primary Responsibilities
Position: From: ____Mo.____Yr. To: ____Mo.____Yr.	Supervisor: Phone Number: (    )	Duties:
Position: From: ____Mo.____Yr. To: ____Mo.____Yr.	Supervisor: Phone Number: (    )	Duties:
Position: From: ____Mo.____Yr. To: ____Mo.____Yr.	Supervisor: Phone Number: (    )	Duties:
Position: From: ____Mo.____Yr. To: ____Mo.____Yr.	Supervisor: Phone Number: (    )	Duties:

*Attach additional sheets if necessary*

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:

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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

Step: _____	Shift:    Day    Eve    Swing    Grave	Hire Date: _____
Authorized Signature: _____		

## 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:** \_\_\_\_\_ **Job #:** \_\_\_\_\_ **Position Title:** \_\_\_\_\_  
First Last

**Date of Birth:** \_\_\_\_\_ **Gender:** ☐ Male ☐ Female

**Race/Ethnic Identification:** (check only one)

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

**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

## 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**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 101–San Jose Mercury              | <input type="checkbox"/> 130–Viet Mercury | <input type="checkbox"/> 132–Asian Week            |
| <input type="checkbox"/> 102–Chronicle of Higher Education | <input type="checkbox"/> 131–Nuevo Mundo  | <input type="checkbox"/> 103–Other Newspaper _____ |

**PUBLICATIONS**

- |   |   |
|---|---|
| <input type="checkbox"/> 104–The Registry–California Community Colleges | <input type="checkbox"/> 107–Newsletter |
| <input type="checkbox"/> 105–Employment Flyer/Poster                    | <input type="checkbox"/> 113–Conference |
| <input type="checkbox"/> 106–Publications/Journal—Specify: _____        | <input type="checkbox"/> 115–Jobfair    |

**SOURCE**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 108–Professional Association/Organization                | <input type="checkbox"/> 114–Community Agency                             | <input type="checkbox"/> 135–HotJobs.com              |
| <input type="checkbox"/> 109–Personal Referral/Individual Contact                 | <input type="checkbox"/> 116–Registry                                     | <input type="checkbox"/> 136–Edu–Tech                 |
| <input type="checkbox"/> 110–Career Planning and Placement                        | <input type="checkbox"/> 118–Foothill-De Anza Employment Services Website | <input type="checkbox"/> 121–Other Internet Resources |
| <input type="checkbox"/> 111–Foothill-De Anza Employment Services Office/Job Line | <input type="checkbox"/> 119–Foothill-De Anza Employment Listserver       |   |
| <input type="checkbox"/> 112–Unidentified   | <input type="checkbox"/> 134–Career Builder                               |   |

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: \_\_\_\_\_

\_\_\_\_\_  
Signature