CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

District Office
7600 Dublin Boulevard, 3rd Floor, Dublin CA 94568
Phone: (925) 485-5200; Fax: (925) 485-5254
www.clpccd.org/hr

SHORT-TERM STAFF EMPLOYMENT APPLICATION

All applicants must read and follow the Employment Application Procedures and Notice

Title of Position for which you are applying:	
Position Location (Please check one box only):	☐ Chabot College ☐ Las Positas College ☐ District Office

* A separate application must be submitted for each position.

Last Name	**First Name**	**Middle Name**
Home Address (# and Street)	**Apt. #** / **City** / **State** / **Zip**	
Primary Phone Number	**Secondary Phone Number**	**Email Address**

EDUCATIONAL BACKGROUND

List High School and all Colleges for Undergraduate, Graduate, and Post-Doctoral Work. Please List School Name, City, and State	Degree Awarded Yes/No	Type of Degree	Major	Units Completed	
				Semester	*Quarter*

List current licenses and certificates you hold that pertain to the Position for which you are applying.	Subject Area	Expiration Date

* Applicants who seek to establish equivalencies must submit detailed equivalency information as indicated in the job announcement

THE CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT HISTORY: List your work record beginning with most recent experience. In addition to completing the below, we encourage you to attach a resume. (Please add additional sheet if you require additional space)

Employed MO/YEAR	Employer Name, City, and State	Immediate Supervisor Name and Telephone Number
FR: TO: Hrs/Wk:		
Position Held - Include brief description of duties (Indicate Full-Time or Part-Time status)		Reason for Leaving

Employed MO/YEAR	Employer Name, City, and State	Immediate Supervisor Name and Telephone Number
FR: TO: Hrs/Wk:		
Position Held - Include brief description of duties (Indicate Full-Time or Part-Time status)		Reason for Leaving

Employed MO/YEAR	Employer Name, City, and State	Immediate Supervisor Name and Telephone Number
FR: TO: Hrs/Wk:		
Position Held - Include brief description of duties (Indicate Full-Time or Part-Time status)s)		Reason for Leaving

Employed MO/YEAR	Employer Name, City, and State	Immediate Supervisor Name and Telephone Number
FR: TO: Hrs/Wk:		
Position Held - Include brief description of duties (Indicate Full-Time or Part-Time status)		Reason for Leaving

PROFESSIONAL REFERENCES (EXCLUDE PERSONAL REFERENCES)

Name	Position	Professional Relationship
Telephone	**Email**	
Name	**Position**	**Professional Relationship**
Telephone	**Email**	
Name	**Position**	**Professional Relationship**
Telephone	**Email**	

PERMISSION IS GRANTED TO CONTACT MY REFERENCES/SUPERVISORS (PLEASE CHECK ONE). To fully evaluate your qualifications, your references may be contacted.

☐	**At any time**
☐	**If I am a finalist only**

PERSONAL QUALIFICATIONS STATEMENT – Please attach separate sheet (not to exceed one page) should you require additional space.

Every candidate offered a position by the District will be fingerprinted pursuant to Education Code Section 88024. Employment is contingent upon the District's review of the results of the information received from the Department of Justice and Federal Bureau of Investigation.

Were you ever discharged or asked to resign from any previous position? ☐ **Yes** ☐ **No**
If "Yes," please explain:

RELATIVES EMPLOYED BY THE DISTRICT

Do you have any relatives employed by Chabot-Las Positas Community College District ☐ **Yes** ☐ **No**

If yes, please provide name, department and position held:

I understand that any materials submitted during the application process are considered the property of Chabot-Las Positas Community College District. Applicants who wish to retain copies must make copies prior to submitting the materials. The District will not reproduce copies of this application to applicants once submitted.

I certify that all information on this application is accurate and true to the best of my knowledge. I understand and agree that any misstatements, omissions, and/or falsification of material fact herein will cause forfeiture of all rights, terms, conditions, and privileges of employment with the Chabot-Las Positas Community College District.

Signature: _____ **Date:** _____

Please review your application thoroughly. An omission or unintentional misstatement may result in the disqualification of your application or employment. All information on the application must be complete.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
VOLUNTARY APPLICANT SURVEY

Voluntary Applicant Survey: This survey will be separated from the employment application immediately upon receipt in the Office of Human Resources. The following information is helpful for the Chabot-Las Positas Community College District to evaluate its recruitment practices and to prepare reports requested by law for the state and federal government. The information will be considered confidential and will NOT be used to make a decision upon your employment, nor will it be seen by persons involved in the application process.

Name (First, MI, Last)	**Position Applied For**	**Date**
Address	**Phone**	**Email**

How did you find out about the position? (Please Check one to help us with our recruitment efforts.)

- ☐ ACCCA Job Trac
- ☐ Affirmative Action Register
- ☐ Asian Week
- ☐ Asian Pacific Careers
- ☐ Black Careers Now
- ☐ Black EOE Journal
- ☐ CCCC Registry
- ☐ Chronicle of Higher Education
- ☐ CLPCCD Website
- ☐ CLPCCD Hotline
- ☐ Community College Times
- ☐ Craigslist
- ☐ Diverse Issues in Higher Education
- ☐ HERC
- ☐ HigherEdJobs.com
- ☐ Hotjobs.com
- ☐ Hispanic Outlook in Higher Education
- ☐ Hispanic Hotline
- ☐ Hispanic-Jobs.com
- ☐ Newspaper – please list which one: _____
- ☐ Women in Higher Education
- ☐ Other – Please specify: _____

Gender: ☐ Female ☐ Male

Are you a Vietnam-Era Veteran? ☐ YES ☐ NO

Are you disabled? ☐ YES ☐ NO

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 impairment; or (3) is regarded as having such impairment.

RACE/ETHNIC CATEGORY (Please check **ONE** of the following)

☐ **WHITE:** (Not of Hispanic origin): All persons having origins in any of the original people of Europe, North Africa, or the Middle East.

☐ **AFRICAN AMERICAN/BLACK:** (Not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

☐ **AMERICAN INDIAN OR ALASKAN NATIVE:** All persons having origins in any of the cultural people of North America, and who maintain cultural identification through tribal affiliation or community recognition.

☐ **ASIAN/PACIFIC ISLANDER:** All persons having origins in any of following (**Check One**):

- ☐ CHINA
- ☐ INDIA
- ☐ JAPAN
- ☐ CAMBODIA
- ☐ LAOS
- ☐ VIETNAM
- ☐ KOREA
- ☐ OTHER ASIAN COUNTRY _____
- ☐ PHILIPPINES
- ☐ HAWAII
- ☐ SAMOA
- ☐ GUAM
- ☐ OTHER PACIFIC ISLAND _____

☐ **HISPANIC:** All persons of Mexican, Puerto Rican, Cuban or South American culture or origin, regardless of race.

- ☐ CENTRAL AMERICAN
- ☐ SOUTH AMERICAN
- ☐ MEXICAN, MEX. AMERICAN, CHICANO

☐ **OTHER:** _____

☐ **DECLINE TO STATE**

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION PROCEDURES AND NOTICE
FOR PART-TIME FACULTY EMPLOYMENT

Thank you for your interest with the Chabot-Las Positas Community College District!

APPLICATION PROCEDURE:
Every applicant is required to complete an official application form and other documents specified in the job announcement for each vacant position and attest to its accuracy. Please provide complete responses on the application. Applications are not maintained for filing with future vacant positions. **While submission of a resume is encouraged, a resume submitted separately without an application will not be accepted.** It is the responsibility of the applicant to present materials together, as a whole packet, per the requirements noted in the job announcement. **The official application must be filed with the hiring manager.**

SELECTION PROCEDURES:
A selection committee will review and evaluate applications to determine if there is a qualified pool from which to select a limited number of candidates for interview. Meeting minimum qualifications for a position does not ensure the candidate an interview. Applicants must meet District requirements and minimum qualifications as indicated in the job announcement.

In the interview, consideration will be given to factors other than education and experience, including but not limited to, personal development, ability to work with others, initiative, and sensitivity to diversity. Chabot-Las Positas Community College District regrets that applicants cannot be reimbursed for expenses related to the application or interview process.

AN APPLICANT SHALL BE DISQUALIFIED FOR THE FOLLOWING:
- Has been convicted of any sex offense or controlled substance offense as required by the California Education Code;
- Has been determined to be a sexual psychopath under provisions of law in this or any other state;
- Or for any other reasons provided by law.

CONDITIONS OF EMPLOYMENT:
Employees must satisfy all pre-employment requirements prior to starting work for the District which include, but are not limited to, the following items:

- **Tuberculosis Examination:** Prior to employment, the successful candidate will be required to submit to an examination within the past sixty (60) days to determine that the candidate is free of active tuberculosis.
- **Fingerprinting Requirement:** As a condition of employment, employees working for community colleges in the State of California are required to be fingerprinted pursuant to Education Code Section 88024. Employment is contingent upon the District's review of the results of the information received from the Department of Justice and Federal Bureau of Investigation.
- **Immigration Requirement:** According to the Immigration Reform and Control Act, the Chabot-Las Positas Community College District is required to verify that all new employees are:
  1) A citizen or national of the United States;
  2) An alien lawfully admitted for permanent residence in the United States; or
  3) An alien authorized by the Immigration and Naturalization Services to work in the United States.

  All new employees are required to complete and sign a verification form and provide documentation attesting that he/she is a United States citizen, national, or an alien lawfully authorized to work in the United States.
  Social Security Number must be provided upon offer of position.

MAY BE REQUIRED:
Medical Examination: Under state regulations or pursuant to District policy as a condition of employment, certain positions may require a medical examination prior to employment. Expenses incurred will be borne by the employee.

The Chabot-Las Positas Community College District reserves the right to close or not fill any advertised position.

Any applicant that requires accommodation to access the application process, please contact:

Office of Human Resources
Chabot-Las Positas Community College District
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