



HUMAN RESOURCES

800 South College Drive
Santa Maria, CA 93454-6399
Phone # (805) 922-6966, ext. 3338
FAX # (805) 922-9196

**APPLICATION FOR
CLASSIFIED EMPLOYMENT**

An Equal Opportunity Employer

| | |
|------------------------------|--|
| POSITION APPLIED FOR: | |
| TODAY'S DATE: | |
| SALARY REQUIREMENTS: | |

█ - Personal Information

Please *type* or *print* in black ink.

| | | | | |
|--------------------|------------------------|--------------|--------------|------------|
| NAME: | | | | |
| | LAST | FIRST | MI | |
| ADDRESS: | | | | |
| | STREET | CITY | STATE | ZIP |
| TELEPHONE: | HOME: | WORK: | | |
| FAX NUMBER: | E-MAIL ADDRESS: | | | |

Thank you for your interest in employment with Allan Hancock College. Allan Hancock College will provide, upon request, alternate translation of its employment documents in large print, Braille, e-text, etc. Please call 805 922-6966 ext. 3788.

The following is important information for applicants concerning the employment process.

The completed application form will assist the screening committee to evaluate whether or not you possess the required knowledge, skills, and abilities for the position for which you are applying. The screening committee will review all job-related information from all applicants to identify those best qualified. **The committee will select only the best-qualified applicants for further evaluation.** Therefore, you must complete an application to allow a comprehensive review and evaluation. Your failure to complete the application (and supplementary materials, when required) will constitute failure to comply with the selection process.

1. Please read the job announcement carefully to ensure that your background meets the requirements of the position.
2. Please type or print (in ink) all information.
3. The human resources office must receive a completed application and any other required materials listed on the "Employment Opportunities" announcement by the published closing date. Incomplete application packages may not be considered.
4. The human resources office will accept applications only for positions currently open for recruitment.
5. Allan Hancock College does not at this time accept applications electronically, nor do we accept resumes only.
6. Current Allan Hancock College employees applying for a position should be aware that material from their personnel files **will not** be included as part of the application package, and they should therefore provide information on past and present employment in the same degree of detail as any other candidate.
7. If you wish to apply for more than one position, you must submit a separate application and required materials for **each** position. We will accept legible photocopies of applications only with an original signature and date.
8. You must complete all areas of the application. **Do not write "See Resume."**
9. Please notify human resources of any change of address or phone number during the application process.
10. We will not be able to give you official notification of your status until final selection of a candidate. The entire process may take a month or more.
11. Allan Hancock College reserves the right to close, re-advertise, extend, or cancel the recruitment process at any time.
12. Required degrees held by faculty, administrators and other employees must be from institutions accredited by recognized U.S. accrediting agencies. Degrees from non- U.S. institutions are recognized only if equivalence has been established.

Nondiscrimination Statement: The Allan Hancock Joint Community College District is committed to the active promotion of diversity and equal access and opportunities to all staff, students, and applicants, including qualified members of underrepresented/protected groups. The college assures that no person shall be discriminated against regardless of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a veteran, marital status, or sexual orientation.

PART II - Education and Training

High School Technical School College Graduate School

Select Highest Level Completed:

| | | | | | | |
|--------------|------|----------------|-------|--------------------------|----|--------------------------|
| High School: | | Earned Diploma | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Address: | | | | | | |
| | City | | State | Zip | | |

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|---------------------------------|------|--------------------------------|-------|--------------------------|----|--------------------------|
| College: | | Degree Earned | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Address: | | | | | | |
| | City | | State | Zip | | |
| Degree and Major/Concentration: | | Semester Units/Credits Earned: | | | | |

| | | | | | | |
|---------------------------------|------|--------------------------------|-------|--------------------------|----|--------------------------|
| College: | | Degree Earned | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Address: | | | | | | |
| | City | | State | Zip | | |
| Degree and Major/Concentration: | | Semester Units/Credits Earned: | | | | |

| | | | | | | |
|---------------------------------|------|--------------------------------|-------|--------------------------|----|--------------------------|
| College: | | Degree Earned | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Address: | | | | | | |
| | City | | State | Zip | | |
| Degree and Major/Concentration: | | Semester Units/Credits Earned: | | | | |

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|----------------------------------|------|--------------------------------|-------|--------------------------|----|--------------------------|
| Business/Trade/Technical School: | | Degree Earned | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Address: | | | | | | |
| | City | | State | Zip | | |
| Major/Concentration: | | Semester Units/Credits Earned: | | | | |

PART III - Licenses and Certifications

List any job related licenses and/or earned certificates.

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PART IV - Employment History

REFERENCES: Please list three professional references who are familiar with your work-related ability and background. Do not use relatives or friends unless you have a legitimate working relationship.

| Name | Business/Occupation | Telephone Number |
|------|---------------------|------------------|
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PART IV - Employment History (*continued*)

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|---|--|-------------------------------|--|
| Name of present or most recent employer: | | Telephone: | |
| Employer Address: | | Hours worked per week: | |
| Position Title: | | To (MO & YR) | |
| Dates of Employment: From (MO & YR) | | Supervisor's Title: | |
| Name of Supervisor: | | Pay Rate: | |
| Reason for leaving: | | | |
| Summary of job duties: | | | |

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|--|--|-------------------------------|--|
| Name of past employer: | | Telephone: | |
| Employer Address: | | Hours worked per week: | |
| Position Title: | | To (MO & YR) | |
| Dates of Employment: From (MO & YR) | | Supervisor's Title: | |
| Name of Supervisor: | | Pay Rate: | |
| Reason for leaving: | | | |
| Summary of job duties: | | | |

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|--|--|-------------------------------|--|
| Name of past employer: | | Telephone: | |
| Employer Address: | | Hours worked per week: | |
| Position Title: | | To (MO & YR) | |
| Dates of Employment: From (MO & YR) | | Supervisor's Title: | |
| Name of Supervisor: | | Pay Rate: | |
| Reason for leaving: | | | |
| Summary of job duties: | | | |

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|--|--|-------------------------------|--|
| Name of past employer: | | Telephone: | |
| Employer Address: | | Hours worked per week: | |
| Position Title: | | To (MO & YR) | |
| Dates of Employment: From (MO & YR) | | Supervisor's Title: | |
| Name of Supervisor: | | Pay Rate: | |
| Reason for leaving: | | | |
| Summary of job duties: | | | |

PART V - General Information

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|---|-------|-------------|--------|-------|
| 1. Are you able, upon employment, to submit verification that you are a United States citizen or are eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| 2. Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| 3. Have you served in the armed forces? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Duration: | years | (or) | months | |
| 4. Have you ever been convicted of a crime, other than a minor traffic violation? (Note: Drunken driving, reckless driving, and hit-run driving are not considered minor traffic violations.) | | | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", explain below.* | | | | |
| <p>Note: A conviction record will not necessarily be a bar to employment, and factors such as age at time of offense, seriousness and nature of the violation(s), relevance to the position applied for, and rehabilitation will be taken into account. However, you will not be hired if the conviction is for a crime that would prohibit your employment under provisions of the California Education Code.</p> | | | | |
| 5. Are you or have you been employed by Allan Hancock College? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| If "yes" list: | | | | |
| Job Title | | Department | | Dates |
| 6. Allan Hancock College is hereby authorized to contact my present employer. <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| 7. Allan Hancock College is hereby authorized to contact my past employers. <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| 8. What languages other than English do you understand and/or speak fluently? | | | | |
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| * Remarks / explanations: | | | | |
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Notification of Availability of Annual Campus Security Report for Potential Employees: Allan Hancock College maintains a reference guide of safety information and procedures, annual campus crime statistics, and emergency/disaster preparedness information. A copy of this information may be obtained upon request from the Allan Hancock College Police Department at (805)922-6966, ext. 3651 or the police department Web site.

Privacy Notification: The application form and all attached documents become official records of Allan Hancock College and cannot be returned. Please make a copy for your files before submitting. Applications for Allan Hancock College employment are subject to public disclosure laws and confidentiality of information contained therein cannot be assured. The principal purpose for requesting the information on this form is for personnel and equal employment administration. Furnishing the information on the Employment Application is mandatory, except for the Social Security number and the Applicant Survey which are voluntary and confidential. The principal purpose for requesting the information on the Employment Application is to evaluate qualifications for employment. Failure to provide the information will prevent evaluation of your qualifications for employment. The purpose of requesting your Social Security number is to establish an applicant identification number which will be used for input into a computerized applicant data system, and not for any other purpose. College policy and state and federal statutes authorize the maintenance of this information. The information will be used by the College for the purposes cited in those policies, and will be given to state and federal agencies if required by law. Human Resources is responsible for maintaining this information.

You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. Applicants needing assistance in the recruitment process due to a disability should submit a request to the human resources office at least ten work days before the accommodation is needed.

Applicant Certification and Agreement *(Please read carefully before signing)*

I hereby certify that all statements made on this application and supplemental materials are true and complete to the best of my knowledge. I understand that any false, incomplete, or incorrect statements may result in my dismissal from employment with Allan Hancock College.

I authorize the district to investigate my references, work record, performance evaluations, education, 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 Allan Hancock College any information they may have concerning me, whether or not it is in their records. I release the parties listed above from any and all liability related to this process of gathering information about my suitability for employment.

I understand that the work schedule and location may vary depending upon the needs of the district. The work location may include the Santa Maria campus, Lompoc Valley Center, or other off-site locations as assigned by the district.

Signature: _____ Date: _____



CONFIDENTIAL APPLICANT SURVEY

Per United States Department of Education guidelines the following two questions must be answered. Educational institutions will be required to collect racial and ethnic data using a two-part question. The first question is whether the respondent is Hispanic/Latino. The second question is whether the respondent is from one or more races.

Federal and state mandates require that we compile summary data on the gender and ethnicity of applicants. To assist us in complying with this requirement, we are requesting that you complete and return this form. This information will be used to evaluate the effectiveness of our recruitment efforts.

It should be emphasized that it is the policy of the Allan Hancock Joint Community College District that no person shall be discriminated against in any employment procedure on the basis of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a veteran, marital status, or sexual orientation. Information regarding the gender and ethnicity of applicants is not supplied to the screening committee responsible for making employment recommendations and is kept in a confidential file separate from the application for employment.

NAME: [] TODAY'S DATE: []
POSITION APPLYING FOR: []

- 1. Are you Hispanic or Latino? [] Yes [] No
2. What is your race / ethnicity? (Check one or more.)

- [] Mexican, Mexican-American, Chicano
[] Central American
[] South American
[] Hispanic Other
[] Asian Indian
[] Chinese
[] Japanese
[] Korean
[] Laotian
[] Cambodian
[] Vietnamese
[] Filipino
[] Asian Other
[] Black or African American
[] American Indian / Alaskan Native
[] Guamanian
[] Hawaiian
[] Samoan
[] Pacific Islander Other
[] White

How did you first learn of this vacancy? (Please check all that apply)

- [] 1) Allan Hancock College human resources office
[] 2) Allan Hancock College Web site
[] 3) From an Allan Hancock College employee, relative or friend
[] 4) From a job flyer or announcement
[] 5) Employment Development Department
[] 6) Chronicle of Higher Education
[] 7) Local Advertisement - Specify:
[] 8) Trade or professional organization publication - Specify:
[] 9) Other Web site - please specify:
[] Male [] Female

- Are you age 40 or older? [] Yes [] No
Are you a person with a disability? [] Yes * [] No

* If yes and you need any accommodation(s), please contact the human resources office for services at 805-922-6966, ext. 3338.

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.