

Welcome to the College of Marin. College of Marin is located in Marin County, approximately 15 miles north of San Francisco. More than a third of the County is now dedicated to parks and open space. The College consists of two campuses – Kentfield, located in Central Marin and Indian Valley, located 15 miles northwest of Kentfield in the Novato community. The College is an open-door community college and takes pride in its faculty, staff and its quality teaching and student support services. The College offers low tuition and self-supporting higher education primarily to the residents of the Marin County.

The Human Resources Department is eager to help you with application procedures for our current openings. Because we process a large number of applications for employment each year, we typically only accept applications and resumes for specific position openings.

Application Procedure

Job announcements and applications may be downloaded from our web site at www.marin.edu/humanres/, obtained in person or by e-mailing hrjobs@marin.edu. When requesting these materials, please provide your Name, Address, Phone Number, and the Position for which you are applying. **The application must be completed in its entirety – the notation, “See Resume” is not acceptable.** Our mailing address is: **College of Marin, Human Resources Department, 835 College Avenue, Kentfield, CA 94904.** The Human Resources Department is open Monday-Friday from 8:00am to 5:00pm.

SELECTION PROCEDURE

Applicants will be screened against the specific qualifications and criteria outlined in the discipline-specific announcement and formulated by a screening committee. Meeting the minimum requirements for a position does not assure an interview. It is important that the information on your application be complete, detailed, and clear. Applicants who do not possess the minimum requirements must provide detailed information on education, experience, and training that may be considered equivalent to the minimum requirement. **Applicants who seek equivalency for faculty positions must complete the Application for Equivalence form.** Current District employees should provide information on past and present employment in the same degree of detail as any other applicant.

A small group of applicants will be invited for interview, and only those will receive initial notification. Faculty applicants will be required to demonstrate teaching skills. Full-time Faculty and Management applicants who are recommended by the Screening Committee will be subsequently interviewed by the Vice President of Student Learning (or designee) and the President/Superintendent of College of Marin. We regret that the College is unable to reimburse for interviewing expenses.

CLOSING DATE

THIS POSITION WILL REMAIN OPEN UNTIL FILLED. The completed application form with supporting documentation must be returned to the Human Resources Department as soon as possible. Priority screening will be given to those application packets that arrive by the initial screening date. **No resumes will be accepted in lieu of the application, and incomplete applications cannot be considered.**

HOURS OF WORK

The normal full-time workweek for all Classified and Supervisory employees is 37.5 hours, 7.5 hours per day, Monday through Friday. The only exception to this schedule is for the District Police Officers, who work 40 hours per week, 8 hours per day.

PROBATIONARY PERIOD

Classified and Supervisory staff members serve a probationary employment period of six months in most cases. District Police Officers, the Chief of Police, and Management employees serve a twelve-month probationary employment period in most cases.

SPECIAL ACCOMMODATIONS

If you are in need of special services or facilities due to a disability in order to apply or interview for this opening, please call the Human Resources Department at (415) 485-9340.

Employment

All offers of employment are subject to administrative and Governing Board approval. If you are offered a job following an interview process, please be advised that the offer is not official until Board approval is obtained.

All applicants will be notified when a position is filled. If you wish to have your application materials returned, please provide a self-addressed, stamped envelope for this purpose (for slides, videos, original publications, etc.)

The College has the right to re-open a position if the applicants are not adequately qualified.

Post-offer Conditions of Employment

1. Signing of Loyalty Oath on the first day of employment
2. In accordance with Federal Law, all employees must provide proof of eligibility to work in the United States within 72 hours.
3. Fingerprinting within the first ten (10) days of employment (processing fee for part-time faculty at employee's expense).
4. Tuberculin skin test (TB) within the first 60 days of employment.

(Continued on next page)

Compensation and Fringe Benefit Highlights

HEALTH, DENTAL, VISION, LIFE, AND INCOME PROTECTION INSURANCE AND CRA TRUST

The College provides Health, Dental, Vision, Life, and Income Protection Insurance as well as participation in short- and long-term disability plans for all Classified, Supervisory, Management, and Full-time Faculty employees. Vice Presidents are excluded from District-paid Long Term Disability Income Protection Insurance. The District contributes to the CRA Trust on behalf of Full-time Faculty employees. Health benefit costs are prorated for less-than-full-time employees. *All plan rates/conditions are subject to change.*

SICK LEAVE/VACATION

For Classified and Supervisory employees 12 days of sick leave and either 10 or 12 days vacation are earned, depending on employee's bargaining unit (pro-rated for part-time and less-than-12-month employees). Additional vacation days are earned with increasing years of service. Management employees earn 12 days sick leave and 22 days vacation per year, exclusive of legal holidays. Management personnel may carry over a maximum of 15 days of vacation allowance to the following fiscal year; the President must approve any exceptions. Full-time Faculty shall accrue 10 days of sick leave annually.

RETIREMENT

Classified, Supervisory, and Classified Management employees contribute to Social Security and are members of the Public Employees' Retirement System (PERS). The College pays for members' employee contributions to PERS, and they may withdraw their contributions with interest upon termination of employment with the College. Academic Management and Full-time Faculty employees contribute a percentage of their regular salary to the California State Teacher's Retirement System (STRS). Temporary Faculty members who teach at least 50% (7.5 units) of a full-time assignment contribute a percentage of their regular salary to STRS. Below 7.5 units, an employee has the choice of STRS or Social Security contributions. Gross income for Academic Management, Full-time Faculty and Temporary Faculty is subject to a Social Security deduction of 1.45% for Medicare, part A, Hospitalization at age 65.

SALARY POLICY

Classified and Supervisory salary increases are granted annually up to the fifth step, based upon satisfactory job performance. Longevity increases are granted for extended service with the College. Initial placement for Management employees shall be based upon the responsibilities of the position and the experience of the individual. Initial step placement shall ordinarily be at Step 1. Upon initial employment, Full-time Faculty members are placed on the appropriate salary schedule for the position based on years of full-time experience and education and conditions outlined in the schedule. Step 14 on the Salary Schedule is the highest entering step for Full-time Faculty. Upon initial employment, temporary faculty members are placed at 90% of the appropriate salary schedule placement, up to Step 7 and based on the number of units being taught.

EQUAL EMPLOYMENT OPPORTUNITY

In compliance with Title IX of the 1972 Education Amendments, the Equal Employment Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964 as amended), the Civil Rights Act of 1991, Section 504 of the Rehabilitation Act of 1974, and the Americans with Disabilities Act, it is the policy of the Marin Community College District not to discriminate against any person on the basis of race, color, religion, age, sex, sexual orientation, national origin, marital status, medical condition (cancer), disability, or status as a Vietnam-era veteran.



MAILING ADDRESS

Marin Community College
 District Human Resources Office
 Kentfield, California 94904

An affirmative action
 equal opportunity employer
 for all men and women.

CLASSIFIED AND MANAGEMENT

HUMAN RESOURCES OFFICE USE ONLY	
No.	_____
File	_____
Date	_____
Status	_____

Application for Employment

IMPORTANT INSTRUCTIONS: Please print in ink or use a typewriter. Answer all questions completely.

Position applying for: _____ Full-time Part-time Substitute Temporary

If applying for part-time work, specify days and hours available: _____

Person to notify in an emergency:
 Name _____ Phone _____

Questions 1 through 11 must be answered by checking either the yes (Y) or no (N) box. Answer questions 12 through 14 only if they refer to a requirement for the position for which you are applying.

<input type="checkbox"/> <input type="checkbox"/> 1. Are you presently authorized to work in the United States on a full-time basis? You must show proof of right to work or permanent residence cards (Form AR-32, 1-151, or 1-94) issued by the U.S. Department of Justice, Immigration and Naturalization Service. Y N	<input type="checkbox"/> <input type="checkbox"/> 7. Do you have a valid California Driver's License? If "yes," give License no. _____ Date license expires _____ Y N
<input type="checkbox"/> <input type="checkbox"/> 2. Have you ever been arrested for any crime that resulted in conviction? Except for certain sex and narcotic offenses, pleading guilty or being convicted is not an absolute bar to employment. Give details in Section 13. (State law requires that any applicant be fingerprinted prior to employment.) Y N	<input type="checkbox"/> <input type="checkbox"/> 8. Are you now a retired member of the State Teachers or Public Employees Retirement System or affiliate? Y N
<input type="checkbox"/> <input type="checkbox"/> 3. Are you presently employed by the Marin Community College District? If "yes," give classification. Class. Title _____ Location _____ Y N	9. May we contact your present or past employer as to your qualifications, character and ability? Present: <input type="checkbox"/> <input type="checkbox"/> Past: <input type="checkbox"/> <input type="checkbox"/> Y N Y N
<input type="checkbox"/> <input type="checkbox"/> 4. Have you ever worked for Marin Community College District under another name? If "yes," give name: _____ Y N	<input type="checkbox"/> <input type="checkbox"/> 10. Do you have fluency in any languages other than English? If "yes," give language and check boxes which apply to your ability. Language _____ Language _____ <input type="checkbox"/> Read <input type="checkbox"/> read <input type="checkbox"/> write <input type="checkbox"/> write <input type="checkbox"/> Speak <input type="checkbox"/> speak Y N
<input type="checkbox"/> <input type="checkbox"/> 5. Are you able to perform the essential function of the job with or without reasonable accommodations? If accommodations are necessary, the Personnel Dept. will contact you. Y N	<input type="checkbox"/> <input type="checkbox"/> 11. Do you type? If "yes," give typing speed: _____ WPM Y N What office machines, equipment, or word processing programs can you operate? _____ _____
<input type="checkbox"/> <input type="checkbox"/> 6. Are you a resident of the State of California? Y N	<input type="checkbox"/> <input type="checkbox"/> 12. Do you take dictation? If "yes," at what speed: _____ WPM Y N
13. Explanation to question 2. Omit traffic violations and any offenses committed prior to your 18th birthday. Explain each conviction and include: (1) Date, (2) Charge, (3) Place and (4) Action. (Attach additional page if necessary.) _____	

EDUCATIONAL RECORD

Name and location of last elementary or high school: _____ Did you graduate?
 Yes No

Name and location of first college or university (if any): _____
 Degree: _____
 Years attended: _____ to _____ Number of units taken _____ per: Quarter or Semester Year(s) completed: 1 2 3 4

Name and location of second college or university (if any): _____
 Degree: _____
 Years attended: _____ to _____ Number of units taken _____ per: Quarter or Semester Year(s) completed: 1 2 3 4

List any other business, trade, or special training (give location) licenses and registration of certificates or professional or vocational competence:

NAME (please print) Last _____ First _____ Middle _____	ADDRESS Number and street _____ City _____ State _____ Zip _____	TELEPHONE Home (_____) _____ Business (_____) _____	SOCIAL SECURITY NUMBER _____
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EMPLOYMENT INFORMATION: Begin with your present employment and work back. Account for all time during the past ten years, including periods of unemployment. In addition, please describe any other related work experience, including volunteer work. Use additional sheet if more space is required.						
From: Mo.	Yr.	Job Title of Present or Most Recent Position		Organization Name		
To: Mo.	Yr.	Tasks Performed		Street Address	City State	
Total:	Name of Supervisor			Title	Telephone	
Salary Per Month	Reason for Leaving					
Hours Per Week						
From: Mo.	Yr.	Job Title of Previous Position		Organization Name		
To: Mo.	Yr.	Tasks Performed		Street Address	City State	
Total:	Name of Supervisor			Title	Telephone	
Salary Per Month	Reason for Leaving					
Hours Per Week						
From: Mo.	Yr.	Job Title of Previous Position		Organization Name		
To: Mo.	Yr.	Tasks Performed		Street Address	City State	
Total:	Name of Supervisor			Title	Telephone	
Salary Per Month	Reason for Leaving					
Hours Per Week						
From: Mo.	Yr.	Job Title of Previous Position		Organization Name		
To: Mo.	Yr.	Tasks Performed		Street Address	City State	
Total:	Name of Supervisor			Title	Telephone	
Salary Per Month	Reason for Leaving					
Hours Per Week						

CERTIFICATE OF APPLICANT	
<p>Please recheck the application to be sure it is complete and read the following carefully before signing. Applicant must sign personally. Applications received beyond the application deadline will not be considered.</p> <p>I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material facts herein will cause forfeiture on my part to employment. I further agree to be fingerprinted, to submit to a complete medical examination, to sign a loyalty oath, and, upon employment, to furnish such proof of age as may be required. I understand and agree that statements made in this application may be subject to verification from each of my former employers and any other persons who may have information concerning me, and I hereby release any and all liability for any damage whatsoever incurred in furnishing such information.</p>	
Signature _____	Date _____
(present legal name)	

TO APPLICANT: Please read this introduction carefully before responding. The information requested in this section is voluntary. Section 53023 of Title 5 of the California Code of Regulations, Sections 503 and 504 of the Vocational Rehabilitation Act of 1973, the Federal Uniform Guidelines on Employee Selection procedures, the Office of Federal Contract Compliance Regulations and Action No. 770646 of the Board of Governors of the California Community Colleges mandate and authorize the College to collect this information. This data will be used for implementing and improving our Affirmative Action Program and **will have no bearing on your application.** This sheet is coded according to the position for which you are applying. **It will be placed separately in a non public file.**

SEX: Male Female **AGE:** Under 40 Over 40 DISABILITY Specify nature: _____

VIETNAM ERA VETERAN (Over 180 days active military service between 8/5/64 and 5/7/75)

PLACE OF RESIDENCE: Marin County Solano/Sonoma/Napa County Other California county Outside California

ETHNIC BACKGROUND: Even though you may identify with more than one ethnic group, the College can only report one ethnicity for each applicant.

Black Filipino White American Indian (including Alaskan Natives) Asian, Specify: Chinese Japanese Asian Indian Korean Laotian Cambodian Vietnamese
 Other Asian Pacific Islander, Specify: Guamanian Hawaiian Samoan Other Pacific Islander Hispanic, Specify: Mexican, Chicano or Mexican-American Central American
 South American Other Hispanic

Please indicate by check mark the source through which you first learned about this position:

Newspaper or Journal (Which one?) _____

Bulletin listing job opening (Where posted?) _____

School Career Center (Name of school) _____

Referred by College of Marin employee

Referred by State Unemployment Office

Other (specify) _____

Your assistance is greatly appreciated.