



MENDOCINO COLLEGE
APPLICATION FOR NON-ACADEMIC (STAFF) EMPLOYMENT

1000 Hensley Creek Road, Ukiah, California 95482
(Telephone) 707-468-3024 (Fax) 707-467-1023

POSITION APPLIED FOR: _____ **DATE:** _____

Please complete the **entire** application. You may attach additional information such as a cover letter and a resume to further demonstrate how your education, skills and abilities qualify you for the position.

| CONTACT INFORMATION | | | | | |
|---|-------------|-------|---|------------------------|------------|
| Name (Last, First, MI): | | | Email Address: | | |
| | | | | | |
| Mailing Address (Street or P.O. Box, City, State, Zip) | | | Contact Telephone (1): | Contact Telephone (2): | |
| | | | | | |
| EDUCATION | | | | | |
| Institution | City, State | Major | Minor | Degree | Date Rec'd |
| High School: | | | | | |
| College: | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| If applicable to position, list office machines you can operate including computers and software: | | | If applicable to position, languages other than English that you can speak, read, or write: | | |
| | | | | | |

Mendocino College is an Equal Opportunity Employer.

Mendocino College welcomes applications from qualified candidates who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic background of community college students.

NAME: _____

| RELEVANT EXPERIENCE (most recent first) Attach an additional page if needed. | | | | | |
|--|----|----------------------|----------------------|--------------------------|--------|
| Employment Dates | | Employer and Address | Supervisor and Title | Full-Time or Part-time % | Duties |
| From | To | | | | |
| Position Title | | Telephone Number | Salary | | |
| | | | | | |
| Employment Dates | | Employer and Address | Supervisor and Title | Full-Time or Part-time % | Duties |
| From | To | | | | |
| Position Title | | Telephone Number | Salary | | |
| | | | | | |
| Employment Dates | | Employer and Address | Supervisor and Title | Full-Time or Part-time % | Duties |
| From | To | | | | |
| Position Title | | Telephone Number | Salary | | |
| | | | | | |
| Employment Dates | | Employer and Address | Supervisor and Title | Full-Time or Part-time % | Duties |
| From | To | | | | |
| Position Title | | Telephone Number | Salary | | |
| | | | | | |

| | | |
|--|--|-------------------------------|
| Have you ever been convicted or pled nolo contendere for a criminal offense (felony or serious misdemeanor)? | | Yes: <input type="checkbox"/> |
| If yes, attach a written statement regarding the nature of the crime(s), when and where convicted and the disposition of the case. | | |
| A conviction will not necessarily exclude an applicant from employment. | | |

I authorize any current or former employer, former school or college attended, or any person listed as a supervisor and/or reference, to provide information to the District about my present or prior employment, prior educational experience, or any other information relating to my application for employment.

I declare or certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

EXECUTED AT: _____ ON THIS: _____
City State Day Month Year

SIGNATURE: _____

Please return the completed form and any attachments, and send them via e-mail to: kbartolo@mendocino.edu.

APPLICANT SURVEY
MENDOCINO COLLEGE

To assist Mendocino College in complying with Equal Employment Opportunity regulations, please complete the following voluntary survey and submit it along with your application materials. Once received, the form will be separated from your application materials and kept confidential. Thank you.

NAME : _____ FEMALE ☐ MALE ☐

POSITION APPLIED FOR _____

Ethnicity (check one):

- ☐ AFRICAN-AMERICAN
- ☐ AMERICAN INDIAN/ALASKAN NATIVE
- ☐ ASIAN/PACIFIC ISLANDER (Chinese, East Indian, Japanese, Korean, Laotian, Cambodian, Vietnamese, Other Asian)
- ☐ HISPANIC/LATINO (Central American, Mexican/Mexican-American, Chicano, South American, Other Hispanic)
- ☐ WHITE

Disability

The Americans with Disabilities Act states that a disabled person is anyone who:

1 has a physical or mental impairment which substantially limits one or more major life activities

2 has a record of such impairment; or

3 is regarded as having such an impairment

Do you have a disability? Yes ☐ No ☐

If yes, please identify: _____

If you have a disability and require reasonable accommodation with our selection process, contact Human Resources at (707) 468-3024, Room 1160.

How did you hear about this position?

- ☐ Newspaper - which one _____
- ☐ Other _____

EQUAL OPPORTUNITY EMPLOYER