



APPLICATION FOR PART-TIME FACULTY POSITION
 An Equal Opportunity/Affirmative Action Employer

HUMAN RESOURCES

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

POSITION APPLIED FOR:	
TODAY'S DATE:	
SALARY REQUIREMENTS:	
CHECK TYPE OF EMPLOYMENT DESIRED:	DAY <input type="checkbox"/> EVENING <input type="checkbox"/>

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:		
HAVE YOU THE LEGAL RIGHT TO WORK PERMANENTLY IN THE UNITED STATES? Yes <input type="checkbox"/> No <input type="checkbox"/>			

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. Employment in a position is dependent on the funding level and district financial position at time of appointment. Allan Hancock College reserves the right to cancel any appointment or to reassign the area of service. The district reserves the right to extend time limits, and/or re-initiate or withdraw the recruitment/ selection process at any point.
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 under-represented/ 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.



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EDUCATION AND TRAINING

Names and Locations of Educational Institutions attended beyond secondary school.	Dates of Attendance		Total Credit Hours	Degree Earned	Main Subjects
	From	To			
Indicate the title(s) of your Master's and/or Doctor's thesis:					
List any additional training which you believe may have a bearing on your qualifications for employment:					

REFERENCES

List four references of persons competent to speak of your professional qualifications. Include names of presidents, deans, department chairpersons or others for whom you have worked.

Name	Address	Institution	Position	Bus. Telephone

If you have credentials on file in a permanent bureau. Please indicate where:

Have you ever served in the armed forces?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Branch of Service	Are you in the reserves?	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Have you ever been convicted of a crime other than a minor traffic violation? (Note: Driving under the influence, reckless driving, hit-and-run are not minor traffic violations.) Yes No
 If "Yes", explain with charge, date, place, and disposition. A conviction does not automatically mean you cannot be appointed.

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.

List membership and activities in business, civic, and professional organizations. You may exclude any organization's name, or character of which may indicate the race, religion, or national origin of its members.

Licenses and Certificates: List those currently valid such as professional engineer, registered architect, land surveyor, certified public accountant, registered nurse, etc.

ACADEMIC EXPERIENCE: List all academic positions in chronological order.

NAME OF PRESENT OR MOST RECENT ACADEMIC EMPLOYER		ADDRESS		TELEPHONE
DATES OF EMPLOYMENT FROM (MO. & YR.) TO (MO & YR.)		DESCRIBE DUTIES IN DETAIL		
POSITION TITLE				
NAME AND TITLE OF IMMEDIATE SUPERVISOR				
REASON FOR LEAVING	F/T <input type="checkbox"/>			

NAME OF PREVIOUS ACADEMIC EMPLOYER		ADDRESS		TELEPHONE
DATES OF EMPLOYMENT FROM (MO. & YR.) TO (MO & YR.)		DESCRIBE DUTIES IN DETAIL		
POSITION TITLE				
NAME AND TITLE OF IMMEDIATE SUPERVISOR				
REASON FOR LEAVING	F/T <input type="checkbox"/>			

NAME OF PREVIOUS ACADEMIC EMPLOYER		ADDRESS		TELEPHONE
DATES OF EMPLOYMENT FROM (MO. & YR.) TO (MO & YR.)		DESCRIBE DUTIES IN DETAIL		
POSITION TITLE				
NAME AND TITLE OF IMMEDIATE SUPERVISOR				
REASON FOR LEAVING	F/T <input type="checkbox"/>			

NAME OF PREVIOUS ACADEMIC EMPLOYER		ADDRESS		TELEPHONE
DATES OF EMPLOYMENT FROM (MO. & YR.) TO (MO & YR.)		DESCRIBE DUTIES IN DETAIL		
POSITION TITLE				
NAME AND TITLE OF IMMEDIATE SUPERVISOR				
REASON FOR LEAVING	F/T <input type="checkbox"/>			

NAME OF PREVIOUS ACADEMIC EMPLOYER		ADDRESS		TELEPHONE
DATES OF EMPLOYMENT FROM (MO. & YR.) TO (MO & YR.)		DESCRIBE DUTIES IN DETAIL		
POSITION TITLE				
NAME AND TITLE OF IMMEDIATE SUPERVISOR				
REASON FOR LEAVING	F/T <input type="checkbox"/>			

NON-ACADEMIC EXPERIENCE: List all non-academic positions in chronological order.

NAME OF PREVIOUS NON-ACADEMIC EMPLOYER		ADDRESS		TELEPHONE
DATES OF EMPLOYMENT FROM (MO. & YR.) TO (MO & YR.)		DESCRIBE DUTIES IN DETAIL		
POSITION TITLE				
NAME AND TITLE OF IMMEDIATE SUPERVISOR				
REASON FOR LEAVING	F/T <input type="checkbox"/>			

NAME OF PREVIOUS NON-ACADEMIC EMPLOYER		ADDRESS		TELEPHONE
DATES OF EMPLOYMENT FROM (MO. & YR.) TO (MO & YR.)		DESCRIBE DUTIES IN DETAIL		
POSITION TITLE				
NAME AND TITLE OF IMMEDIATE SUPERVISOR				
REASON FOR LEAVING	F/T <input type="checkbox"/>			

NAME OF PREVIOUS NON-ACADEMIC EMPLOYER		ADDRESS		TELEPHONE
DATES OF EMPLOYMENT FROM (MO. & YR.) TO (MO & YR.)		DESCRIBE DUTIES IN DETAIL		
POSITION TITLE				
NAME AND TITLE OF IMMEDIATE SUPERVISOR				
REASON FOR LEAVING	F/T <input type="checkbox"/>			

NAME OF PREVIOUS NON-ACADEMIC EMPLOYER		ADDRESS		TELEPHONE
DATES OF EMPLOYMENT FROM (MO. & YR.) TO (MO & YR.)		DESCRIBE DUTIES IN DETAIL		
POSITION TITLE				
NAME AND TITLE OF IMMEDIATE SUPERVISOR				
REASON FOR LEAVING	F/T <input type="checkbox"/>			

If additional space is needed, a supplement may be attached.

List materials you have published

Diversity Statement: On a separate sheet of paper or in the space below, provide a statement about yourself that specifically demonstrates sensitivity to the needs of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and the community at large. Your response is limited to one (1) page.

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:



AVAILABILITY INQUIRY AND SUPPLEMENTAL APPLICATION FOR PART-TIME FACULTY

This information is part of the application procedure and must be completed for review and evaluation.

Instructor position applied for (Subject Area):
This portion is a general inquiry to determine availability. This is not an offer of employment.
1. Are you available now? Yes No
1a. If you are not available now, when will you be available?
2. Locations at which you are available: (Check all that apply.)
Solvang Santa Maria Lompoc Center In VAFB Center Santa Ynez Guadalupe
3. What hours are you available? (Check one or more and specify times)
Days Only - Hours:
Evenings Only - Hours:
Days and/or Evenings - Hours:
Summer Session - Hours:

Please complete this portion of the questionnaire carefully and accurately if you are applying to teach in an area which requires specific college/university training. It will be used in evaluating your qualifications for a part-time faculty position.

I. List those courses you have successfully completed in your major field of study which apply to this position
Table with 3 columns: COURSE TITLE, COLLEGE/UNIVERSITY, DATES



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Table with 3 columns: COURSE TITLE, COLLEGE/UNIVERSITY, DATES. Multiple empty rows for data entry.

II. List those courses you have successfully completed in your minor field of study which apply to this position

Table with 3 columns: COURSE TITLE, COLLEGE/UNIVERSITY, DATES. Multiple empty rows for data entry.

A copy of your official transcripts must be submitted with this form.

Application Certification section with text: 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. Includes fields for Print Name, Signature, and Date.



EQUIVALENCY PETITION FOR FACULTY POSITIONS

Applicant Name:

Title of Position:

INSTRUCTIONS: The information requested below is required of all candidates *not holding the stated minimum qualifications* and who are seeking consideration on the basis of equivalency. Please refer to the job announcement for the minimum qualifications of the position for which you are applying. Candidates making application under equivalency shall submit this petition as well as all other materials specified under "Application Procedure" on the position announcement. This petition must be signed, dated and attached to materials supporting your equivalency petition.

Please write a narrative synopsis (not to exceed two pages) of your education and experience that illustrates possession of qualifications that are at least equivalent to the stated minimum qualifications.

1. If a **master's degree in the discipline is required for the position**, the following education and experience may be considered equivalent:

- a. Master's degree in **any discipline** and 24 units of course work in the discipline of the assignment. At least 18 of these units must be graduate or upper division. (The 24 units may have been either included in or taken in addition to the master's degree.)
- b. Master's degree in any discipline, plus two years of professional experience related to the discipline of the assignment or two years of successful teaching experience in the discipline of the assignment.
- c. Bachelor's degree in any discipline, plus six years of professional experience related to the discipline of the assignment or six years of teaching experience in the discipline of the assignment.
- d. Recognized accomplishments, which demonstrate expertise and skill in the field of study **beyond that normally achieved** through formal education.

2. If less than a master's degree is required for the position, the following education and experience may be considered equivalent:

- a. Bachelor's degree in any **discipline** and two years experience in the discipline of the assignment, plus appropriate certification to practice or licensure if required.
- b. Course work equivalent to a bachelor's degree in any discipline (including the general education component) and two years experience in the discipline of the assignment, plus appropriate certification to practice or licensure if required.
- c. Associate's degree in any discipline and six years experience in the discipline of the assignment, plus appropriate certification to practice or licensure if required.
- d. Course work equivalent to an associate's degree in any discipline (including the general educa-



tion component) and six years experience in the discipline of the assignment, plus appropriate certification to practice or licensure if required.

- e. State licensure or certification to teach in a discipline where the license or certification requires specified hours of formal instruction.
- f. Recognized accomplishments, which demonstrate expertise and skill in the field of study ***beyond that normally achieved*** through formal education.

ADVICE ON PRESENTING EQUIVALENCY PETITION:

1. List all academic preparation that should be considered to determine equivalency. Please be specific regarding the institution, course titles, unit value, and level of course work (graduate, upper division, etc.) and to which degree(s) it is equivalent. Transcripts and copies of course descriptions should also be attached. A transcript or its foreign equivalent in a language other than English must include a certified translation into English.
2. List all relevant professional/work experience (teaching and non-teaching) that should be considered to determine equivalency. Please give a detailed description of the duties performed. Experience verification must be provided as documentation. Documentation must state if the experience was full time and paid. If not full time or not paid, a statement must explain the amount of time as it would equate to full time and why the work was not paid
3. List any other relevant accomplishments that should be considered to determine equivalency. (This could include, but would not be limited to, research, publications, seminars, professional performance/exhibitions, honors/awards, etc.)

EQUIVALENCY PETITION CERTIFICATION: I believe the attached materials support equivalency to the minimum qualifications as stated on the position announcement. I certify that to the best of my knowledge the materials and statements are complete, true, and correct, and if employed, I understand that I may be subject to dismissal if they are found to be untrue or incorrect.

Signature: Date:



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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:			

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

- | | |
|---|---|
| <input type="checkbox"/> Mexican, Mexican-American, Chicano | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Central American | <input type="checkbox"/> Filipino |
| <input type="checkbox"/> South American | <input type="checkbox"/> Asian Other |
| <input type="checkbox"/> Hispanic Other | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> American Indian / Alaskan Native |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Guamanian |
| <input type="checkbox"/> Japanese | <input type="checkbox"/> Hawaiian |
| <input type="checkbox"/> Korean | <input type="checkbox"/> Samoan |
| <input type="checkbox"/> Laotian | <input type="checkbox"/> Pacific Islander Other |
| <input type="checkbox"/> Cambodian | <input type="checkbox"/> 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.