

Employment

Please give accurate, complete full time and part-time employment record. Resumes are NOT accepted in place of any part of this application. Start with present or most recent employer. Attach additional sheets if required.

1. Employer's Name and Address _____

Title _____ Supervisor's Name _____ Telephone () _____

Dates Employed ____/____/____ to ____/____/____ Full Time Part Time Hrs wrkd per week _____
Month Year Month Year

Describe your job duties _____

Reason for Leaving _____

2. Employer's Name and Address _____

Title _____ Supervisor's Name _____ Telephone () _____

Dates Employed ____/____/____ to ____/____/____ Full Time Part Time Hrs wrkd per week _____
Month Year Month Year

Describe your job duties _____

Reason for Leaving _____

3. Employer's Name and Address _____

Title _____ Supervisor's Name _____ Telephone () _____

Dates Employed ____/____/____ to ____/____/____ Full Time Part Time Hrs wrkd per week _____
Month Year Month Year

Describe your job duties _____

Reason for Leaving _____

4. Employer's Name and Address _____

Title _____ Supervisor's Name _____ Telephone () _____

Dates Employed ____/____/____ to ____/____/____ Full Time Part Time Hrs wrkd per week _____
Month Year Month Year

Describe your job duties _____

Reason for Leaving _____

Employment (con't)

5. Employer's Name and Address _____

Title _____ Supervisor's Name _____ Telephone () _____

Dates Employed ____/____/____ to ____/____/____ Full Time Part Time Hrs wrkd per week _____
Month Year Month Year

Describe your job duties _____

Reason for Leaving _____

6. Employer's Name and Address _____

Title _____ Supervisor's Name _____ Telephone () _____

Dates Employed ____/____/____ to ____/____/____ Full Time Part Time Hrs wrkd per week _____
Month Year Month Year

Describe your job duties _____

Reason for Leaving _____

References

Give three professional references of persons who are qualified to answer questions regarding your current/former employment and/or your qualifications for the position you seek.

1. Name _____ Telephone () _____

Address _____

2. Name _____ Telephone () _____

Address _____

3. Name _____ Telephone () _____

Address _____

My Signature below declare all of the following:

I hereby declare that all information given by me in this application is true and complete to the best of my knowledge.

I authorize El Camino College to contact employers and references and I release from all liability persons and organization reporting information required by the application.

I understand that any false statement, misrepresentation or significant omission on the above application may be cause for immediate dismissal from El Camino College. I further agree to abide by all College regulations, policies and procedures.

SIGNATURE OF APPLICANT _____ Date _____

The policy of the El Camino Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to, discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, or retaliation."

Request For Equivalency

(Complete only if you **do not** meet the required qualifications stated on the job announcement)

If you do not meet the minimum qualifications as stated on the Job Announcement, you must complete this form if you wish to claim the equivalent to the minimum qualification. Complete each portion of the form in detail to provide sufficient information to make a determination of equivalency. **It is the applicant's responsibility to provide complete information on this form.** Do not state "see transcripts" or "see resume".

Please type or print

Part 1: Identify and complete the appropriate category for the equivalency request based on the minimum qualifications for the field or discipline in which the equivalency is requested.

My academic and professional background is equivalent to:

_____ Associate's degree and six (6) years full-time work experience in _____

_____ Bachelor's degree and five (5) years full-time work experience in _____

_____ Master's degree in _____

_____ Master's degree in _____
with emphases and/or certificate in _____

_____ Bachelor's in _____ and Master's in _____

_____ Eminence in (Provide supporting documentation which may include written statements by experts in the discipline, evidence of the production of tangible products such as published works, invited presentations to discipline related professional organization, awards and professional recognition, etc.) _____

Note: Teaching experience is **not** equivalent to experience in the discipline except for upper division or graduate teaching in the discipline.

Part 2: Identify the specific courses, workshops, related work experiences that document equivalency.

A. **Academic Preparation:** List the institution, course number and title, course level (graduate, upper division, lower division), and number of semester or quarter units for all classes that apply to the field or discipline in which equivalency is requested. For Associate's degree equivalency, list general education courses. Do not state "see transcripts." Attach additional sheets if necessary.

| Institution | Course Number | Course Title | Course Level | #Sem. Or #Qtr Units |
|-------------|---------------|--------------|--------------|---------------------|
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Total: _____ (semester units: 1 sem = 2/3 quarter units)

Request For Equivalency (con't)

B. Workshops, Seminars, Other Training: List the institution, seminar/workshop title, and number of hours for all seminar/workshops/etc. that apply to the field or discipline in which the equivalency is requested. Attach additional sheets if necessary.

| Institution | Title of Seminar/Workshop | Dates | # Hours |
|-------------|---------------------------|-------|---------|
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C. Work Experience: List the company, duties, and dates for all full-time, and part-time employment that apply to the field or discipline in which equivalency is requested. Do not state “see resume”. Attach additional sheets if necessary.

| Company/Organization | Title | Dates | % Time Worked (Full time/part time) | #yrs/Mos |
|----------------------|-------|-------|--|----------|
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Part 3: List any additional information that supports your application.

Certification: I certify that all of the foregoing statements are true, correct and complete. I understand that the equivalency will be revoked if the information presented in this document is found to be untrue or incorrect.

Print Name

Sign Name

■ El Camino College is an Affirmative Action - Equal Opportunity Employer

Equal Employment Opportunity Survey

The following information is necessary for the El Camino Community College District to evaluate its hiring practices and to prepare reports requested by law for the state and federal government. The information will be confidential and will not be used to make a decision about your employment. Your cooperation by providing the information on a voluntary basis will be appreciated. This form will be separated from your application and will not be seen by a reviewing committee.

Name _____ Date _____

Position applying for: _____

Please check boxes which identify you

Ethnic Identification (Check one below)

- American Indian or Alaskan Native
- Asian
- African American
- Hispanic
- Filipino
- Pacific Islander
- Caucasian

- Male
- Female
- Under age 30
- Age 30 but less than 40
- Age 40 but less than 55
- Age 55 or more
- Disabled
- Vietnam-era Veteran

Please indicate from what source you learned of this position:

Newspaper Ad:

- LA Times
- Daily Breeze
- Orange County Register
- Other _____

Job Flyer:

- Posted at ECC
- Mailed by ECC
- EDD Office
- Mailed by CCC Registry
- Other _____

Other Sources:

- CCC Job Fair
- Other Job Fair
- College Employee
- Relative or Friend
- College Web Page

Completing the demographics portion of this form is optional, however, the form must be returned as part of your application packet. Please help us by filling out the **Name** and **Position Applying For** portion of this form.

EL CAMINO COMMUNITY COLLEGE DISTRICT APPLICATION INFORMATION

1. To be considered an applicant for an academic/administrative position in the El Camino Community College District, all materials requested in the vacancy announcement must be received no later than the date of the filing deadline. Submission of these materials is the applicant's responsibility. The district will not contact Placement Offices. **Application packets not containing a completed application form, resume and copy(s) of the pertinent degree transcript will not be considered.**
2. Applications will be pre-screened by Human Resources. Application packets of those applicants meeting the minimum qualifications will be forwarded to the screening committee. All initial interviews will be conducted after the date of the filing deadline. Meeting the minimum qualifications for a position does not assure the applicant an interview.
3. The District reserves the right to contact the current or most recent employer and to investigate past employment records of applicants selected for interviews.
4. The District reserves the right to re-advertise the position or to delay a position if it is deemed that applicants for the position do not constitute an adequate applicant pool.
5. Interviews are held at El Camino College. Second interviews will be required for selected candidates. Every attempt will be made to schedule second interviews immediately following the first interview.
6. In the interview, consideration will be given to factors other than education and experience, including, but not limited to, teaching ability, ability to stimulate interest in the discipline, work with students of diverse backgrounds and abilities, and ability to contribute to the college community.
7. Applicants eliminated from final consideration during the selection procedure will be notified by letter.
8. The College does not return materials submitted in application for a position. (Copies of original documents are accepted during the screening process. Originals will be required for the selected candidate.) Applications will be kept in our applicant files for a maximum of eighteen months from the **original** date a person is entered into the applicant tracking system.
9. The district is required to maintain statistical information on the applicant pool. A form will be provided for this purpose. Completing and returning this form is done on a voluntary basis by the applicant. The form will be detached from the application and will not be used as part of our selection process.
10. The El Camino Community College District is an Equal Opportunity Employer.