APPLICATION FOR TEMPORARY EMPLOYMENT
YUBA COMMUNITY COLLEGE DISTRICT

_____
COLLEGE/CAMPUS LOCATION

OFFICE OF HUMAN RESOURCES
425 Plumas Blvd. Suite #200, Yuba City, CA 95991
Web Site: www.yccd.edu/hr

_____
POSITION FOR WHICH YOU ARE APPLYING

☐ FULL-TIME ☐ PART-TIME

(Please Print or Type)

Name _____
Last First Middle

Home Telephone ( )_____
Area Code

Address _____
Street/City/State/Zip Code

Cell Telephone ( ) _____
Area Code

E-mail Address _____ **Other Name(s)** (e.g. maiden name, nickname, alias, etc.) _____

COMPLETE ALL SECTIONS OF THE APPLICATION. A résumé is invited and evaluated, but this application form MUST be thoroughly completed if the application is to be considered valid. Print "N.A." on any section that is not applicable.

EDUCATIONAL BACKGROUND ***(INFORMATION MUST BE COMPLETE AND ACCURATE).***

High School Attended _____ **City** _____ **State** _____

High School Graduation Date _____ **Or state highest grade completed** _____

Equivalency Test/GED Date _____

List POST-SECONDARY EDUCATION (If applicable):

Name of Accredited Institution	City & State	Majors	Minors	Dates of Attendance		Degree or # of Units	Date Granted
				From Year	To Year		

Fluency in languages—OTHER THAN ENGLISH:

Language	Speak	Read	Write	Language	Speak	Read	Write	Language	Speak	Read	Write

List all *FULL-TIME* EMPLOYMENT (most recent first): Complete, in detail, all sections. "See Résumé" will not be considered a complete application, and will disqualify your application. If more space is needed for this page, please use additional sheets.

Inclusive Dates of Employment M/D/Y	M/D/Y	Name of Employer	Mailing Address (Include Zip Code)	Title of Position	Salary	Reason for Leaving *Explain fully any dismissal, request to resign or resignation to avoid dismissal. Use additional pages if necessary.*
1.						

List duties for above position:

Inclusive Dates of Employment M/D/Y	M/D/Y	Name of Employer	Mailing Address (Include Zip Code)	Title of Position	Salary	Reason for Leaving *Explain fully any dismissal, request to resign or resignation to avoid dismissal. Use additional pages if necessary.*
2.						

List duties for above position:

Inclusive Dates of Employment M/D/Y	M/D/Y	Name of Employer	Mailing Address (Include Zip Code)	Title of Position	Salary	Reason for Leaving *Explain fully any dismissal, request to resign or resignation to avoid dismissal. Use additional pages if necessary.*
3.						

List duties for above position:

Inclusive Dates of Employment M/D/Y	M/D/Y	Name of Employer	Mailing Address (Include Zip Code)	Title of Position	Salary	**Reason for Leaving** *Explain fully any dismissal, request to resign or resignation to avoid dismissal. Use additional pages if necessary.*
4.						

List duties for above position:

Relevant *PART-TIME* EMPLOYMENT (most recent first): Complete, in detail, all sections. "See Résumé" will not be considered a complete application and will disqualify your application. If more space is needed for this page, please use additional sheets.

Inclusive Dates of Employment M/D/Y	M/D/Y	Name of Employer	Mailing Address (Include Zip Code)	Title of Position and/or Nature of Work Performed
1.				

List duties for above position:

Inclusive Dates of Employment M/D/Y	M/D/Y	Name of Employer	Mailing Address (Include Zip Code)	Title of Position and/or Nature of Work Performed
2.				

List duties for above position:

SKILLS

Office Machines:

Computer/Computer Software Programs (List by name & version):

Other Position Related Training/Certificates/Skills:

Names and addresses of persons who are familiar with your previous employment experience:

Name of Reference & Company (if applicable)	Position Title of Reference at the Time of Your Employment	Present Mailing Address of Reference (Include Zip Code)	Telephone (Include Area Code)
			( )
			( )
			( )

□ **ATTACH A WORD DOCUMENT AND PROVIDE YOUR EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:** As an equal opportunity employer with a diverse staff and student population, the Yuba Community College District is committed to creating an inclusive and effective learning and working environment for all. **Please describe how your experience and background have prepared you to contribute to this commitment and diversity.**

VERIFICATION AND RELEASE

By signing this application, I certify that the information provided by me is true, correct and complete to the best of my knowledge and belief. I authorize investigation of all statements contained herein, and I release from liability all persons and organizations furnishing such information. I understand that reference checks will be conducted prior to job offers which may include contacting individuals not listed on the application or resume. I understand that any misstatements, omissions or misrepresentation of facts on this application may be cause for disqualification or dismissal. If offered employment, I will submit verification of my legal right to work in the United States. I will abide by the District's policy on a drug and alcohol-free workplace and all pre-employment regulations.

THIS APPLICATION WILL NOT BE CONSIDERED COMPLETE UNTIL IT IS SIGNED AND ALL REQUESTED PAPERWORK RECEIVED *(failure to answer any question on the application, with the exception of the Confidential Demographic Information will be considered an incomplete application.) I understand this application and all supporting documents become the property of the Yuba Community College District and will not be released, copied or returned.*

Applicant's Signature_____ **Date**_____

YCCD is an Equal Employment Opportunity Employer

Report of Arrest Which Led to Convictions for Crime—*Required Information*

Name: _____ **Position for which you are applying:** _____

Explanation: All employment offers are subject to a background clearance which includes, at a minimum, a careful evaluation of criminal history information to ensure prospective employees are clear of any criminal history that would indicate a risk to the safety or security of the campus community. The District will not deny employment to any applicant solely because the person has been convicted of a crime, however, applicants with convictions for any felony, any drug crimes and sex-related crimes identified in Education Code 87010, 87011, and 88022 are not eligible for employment with the District. Failing to list a conviction at the time the application is submitted may also be grounds for exclusion from employment. For all other crimes, the District will consider the nature, date, and circumstances of the offense as well as whether the offense is relevant to the duties of the position. All applicants who are offered employment will be provided with a Live Scan Request Form and be required to submit fingerprints electronically at a California Department of Justice Live Scan location.

1. Have you ever been convicted (including a plea of guilty or no contest which resulted in a criminal conviction) of a crime? (Exclude misdemeanor convictions for marijuana-related offenses more than two years old; notwithstanding any of the preceding, you should not disclose convictions that are over two years old as of the date that you complete this application for violation of health and safety code sections 11357, 11360, 11365, or 11550, as those statutes relate to marijuana prior to January 1, 1976 or a statutory predecessor to those statutes.)

☐ **YES** If YES, complete #2 and #3 below ☐ **NO** If NO, go directly to #3 below

CONVICTIONS YOU MUST INCLUDE:

- ☐ You must include a conviction even if you have received a release per section 1203.4 of the Penal Code.
- ☐ You must include a conviction for a Vehicle Code violation if it resulted in a misdemeanor or felony conviction (i.e. driving under the influence, hit and run, reckless driving).

CONVICTIONS YOU DO **NOT** NEED TO INCLUDE:

- ☐ You do not need to include a conviction for a Vehicle Code violation classified as an infraction or a parking violation (i.e. speeding, running a stop sign, or a parking violation).
- ☐ You do not need to include a conviction for an offense committed as a juvenile if the record has been sealed in accordance with Penal Code Section 1203.45.
- ☐ You do not need to include a conviction for a marijuana offense if the offense occurred more than two years ago and the record has been expunged or is eligible to be expunged pursuant to section 11361.5 of the Health and Safety Code.

2. List details of each conviction including offense date, arresting agency, code section violated and date probation ends or ended.

Offense Date	Arresting Agency	Code Section Violated	Date Probation Ends or Ended

3. By signing below, I certify that I have listed all of my criminal convictions except for those exempted by law. I understand that if I provide false information about a conviction or fail to disclose a conviction, I will be disqualified for employment. I further understand that if a substantive error or omission of a conviction is revealed after employment begins, I will be subject to immediate dismissal for cause.

Applicant's Signature: _____ **Date:** _____

Name: _____

Confidential Demographic Information—*Optional Information*

The following information is voluntary and strictly confidential. Yuba Community College District values diversity and equal employment opportunity. We respectfully request that you complete this information to be utilized in evaluation of the District's recruitment and hiring practices, as well as completing state and federal reporting. This information will not be used in any way to affect your employment or to make employment decisions. This information will be separated from your application package and will not be seen by the selection committee, hiring authority or Board of Trustees.

Are you: ☐ **Male** ☐ **Female**
Are you age 49 or over: ☐ **Yes** ☐ **No**
Are you a Vietnam era veteran? ☐ **Yes** ☐ **No**
(Vietnam Era 8/5/65-5/7/75)
Are you a Disabled Veteran: ☐ **Yes** ☐ **No**
Do you have a disability? ☐ **Yes** ☐ **No**
(As defined in Section 504 of the Rehabilitation Act of 1973 and ADA, a disabled person is one who: A) has a physical or mental impairment, which substantially limits one or more major life activities; B) has a record of such an impairment; OR – C) is regarded as having such an impairment.)

Interview Accommodations: In accordance to the American's with Disabilities Act

Do you require any accommodations in order to interview for the position for which you are applying? ☐ **Yes** ☐ **No**

If yes, explain the accommodations required which would enable you to interview for this position (if needed, you may attach a separate sheet of paper).

Are you Hispanic or Latino? ☐ **Yes** ☐ **No**
If you responded yes, please mark the applicable box below.

☐ Mexican, Mexican-American, Chicano
☐ Central American
☐ South American
☐ Hispanic
☐ Other: _____

What is your race/ethnicity? (Check one or more)
☐ Black or African American
☐ Guamanian
☐ Hawaiian
☐ American Indian/Alaskan Native
☐ Asian Indian
☐ Samoan
☐ Chinese
☐ Pacific Islander Other
☐ Japanese
☐ White
☐ Korean
☐ Laotian
☐ Vietnamese
☐ Filipino
☐ Asian
☐ Other: _____

How did you learn of the opening? (Check one or more)
☐ Position Announcement
☐ Newspaper _____
☐ CCC Registry
☐ Professional Journal (Name:_____)
☐ Internet
☐ Friend or Relative (Name:_____)
☐ Job Fair – North/South
☐ YCCD Employee (Name:_____)
☐ Other: _____