

**YUBA COMMUNITY COLLEGE DISTRICT**  
**Minimum Qualification Equivalency Application**

**INSTRUCTIONS:** The information requested is required of all candidates not holding the stated minimum qualifications who are seeking consideration on the basis of equivalency. Candidates making application under equivalency shall submit this application as well as the academic application for employment, resume, transcripts, cover letter, and any other relevant documentation you wish to include. Use additional pages as needed.

1. List all academic preparation that should be considered to determine equivalency of both general education and major field courses. Please be specific regarding the Institution, course titles, unit value, and level of course work (graduate, upper division, etc.). Transcripts and copies of course descriptions should also be attached.
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.
3. List all other relevant accomplishments that should be considered to determine educational equivalency or work experience equivalency (this should include, but would not be limited to, research, publications, seminars, professional performance/exhibitions, honors/awards, etc.).
4. List specialized skills, knowledge and abilities that should be considered to determine equivalency.
5. List relevant memberships and/or organizational activities that would help verify knowledge or specialized training needed to determine equivalency.
6. List the names, addresses, and phone numbers of three (3) references who could attest to your education, experience, and knowledge in support of possible equivalency.
7. Please write a narrative synopsis (not to exceed one page) of your education and experience that illustrates qualifications that are at least equivalent to the stated minimum qualifications.
8. Provide a resume, employer statement, chronological listing or other evidence of work experience in the appropriate discipline (work experience to be expressed in full years).
9. Provide other evidence of demonstrated skill or accomplishment.

It is the responsibility of the applicant to provide all appropriate documentation. It is not the responsibility of the Human Resources Department or the Equivalency Committee to request material that has not been submitted.

I certify that to the best of my knowledge the foregoing 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.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Discipline: \_\_\_\_\_

Site: \_\_\_\_\_