

Position No.



# State Center Community College District

1525 E. Weldon Avenue, Fresno, CA 93704-6398

(559) 226-0720 · Fax (559) 229-7039 · [www.scccd.edu](http://www.scccd.edu)

CLOVIS CENTER  
Clovis, CA  
(559) 323-4595

FRESNO CITY COLLEGE  
Fresno, CA  
(559) 442-4600

MADERA CENTER  
Madera, CA  
(559) 675-4800

OAKHURST CENTER  
Oakhurst, CA  
(559) 683-3940

REEDLEY COLLEGE  
Reedley, CA  
(559) 638-3641

WILLOW INTERNATIONAL  
Clovis, CA  
(559) 324-6411

## ADMINISTRATIVE APPLICATION FORM

Applicants are required to complete both sides of this form. Additional application materials may be required as part of the application process. Requirements will be listed in the job announcement.

Ms.  Mr.

Miss  Dr.

Mrs.

\_\_\_\_\_ Last Name First Initial

Present mailing address \_\_\_\_\_  
Number and Street City State Zip Code

Telephone \_\_\_\_\_  
Home Cell Other (please describe)

Email \_\_\_\_\_

POSITION YOU ARE APPLYING FOR \_\_\_\_\_

Are you now or have you ever been employed by the State Center Community College District?  Yes  No

If yes, give position \_\_\_\_\_

Are you related by blood or marriage to any person(s) presently employed by the District?  Yes  No

If yes, give name(s) of relative(s) \_\_\_\_\_

TITLE OF CURRENT POSITION \_\_\_\_\_

Give names, titles, addresses and telephone numbers of five people familiar with your career whom we may contact.  
*This will be done confidentially.*

_____	(H) _____	(W) _____
_____	(H) _____	(W) _____
_____	(H) _____	(W) _____
_____	(H) _____	(W) _____
_____	(H) _____	(W) _____

**RECORD OF PROFESSIONAL EXPERIENCE** (Start with the most recent experience.)

Title	Years Served (Mo./Yr.)		District/ Organization	District Enrollment	Salary
From	To				
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**RECORD OF PROFESSIONAL EDUCATION**

Institution	Dates	Majors	Degrees
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please comment on the most significant contributions you feel you have made in a leadership position.

Please indicate what you would consider to be the most important qualifications that especially equip you to perform in this administrative position.

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.

## PERSONAL DATA

Have you ever been convicted, pled guilty to or pled no contest to any criminal offense by any court? (Having a criminal record does not necessarily disqualify you for employment. Each case is given individual consideration, based on job-related criteria.)  Yes  No

**If Yes**, please note the date and place of each offense, the specific charge, the date and place of convictions or pleas, the fine or sentence received, or the diversion program entered. You may omit any offences for which the only punishment imposed was a fine of less than \$100, or minor traffic violations. Any offense for which you were convicted for which the punishment was a fine in excess of \$100, which required serving a jail or prison sentence, or which required probation, **MUST be reported or your application will be considered incomplete**. You must report convictions or pleas withdrawn, set aside or dismissed pursuant to California Penal Code section 1203.4. 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, 11364, or 11365 as those statutes related to marijuana prior to January 1, 1976 or a statutory predecessor to those statutes.

Have you ever been dismissed from employment or resigned in lieu of being dismissed for inefficiency, delinquency, or misconduct?  Yes  No

If **“yes”** explain below. (A yes answer will not automatically preclude you from employment consideration.) **Failure to respond to this question will result in an incomplete application.**

**CERTIFICATION AND AGREEMENT OF APPLICANT**

I \_\_\_\_\_ hereby certify that all statements made on this application and any attachments are true and complete to the best of my knowledge. I understand that any false, incomplete or incorrect statement may result in my dismissal from employment with the State Center Community College District.

I authorize the District to investigate my references, work record, education, performance evaluations or any other matters relating to my suitability for employment. I authorize and direct my former or current employer and educational institutions to release to the District any information they may have concerning my employment or education. I also authorize the District to obtain and review any documents or records, including driving records, which are applicable to my employment. I release the parties listed above from any and all liability related to this process of supplying or gathering any information about my suitability for employment.

I also understand that an incomplete application may delay or prevent employment opportunities with the College(s). I hereby release the College(s), as well as those contacted by the College(s) from any liability or damage which may result from providing or using the information requested.

Signature\_\_\_\_\_

Date\_\_\_\_\_

## EMPLOYMENT POLICY STATEMENT

The State Center Community College District does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, medical condition or marital status, and is subject to Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Questions concerning the application of this policy may be addressed to the Human Resources Office.

Please check below how you learned about this position:

<input type="checkbox"/> Friend/Relative/Colleague	<input type="checkbox"/> Newspaper_____
<input type="checkbox"/> SCCCDC Website	<input type="checkbox"/> Placement Office _____
<input type="checkbox"/> Registry	<input type="checkbox"/> Professional Organization_____
<input type="checkbox"/> LA Job Fair	<input type="checkbox"/> Website _____
<input type="checkbox"/> SF Job Fair	<input type="checkbox"/> Other (please describe)_____
<input type="checkbox"/> Government Agency	

## EQUAL EMPLOYMENT OPPORTUNITY SURVEY

The information requested in this section is voluntary. It is requested under the conditions of Section 1233 of the California Government Code which permits collection of data on employment applicants. This data is to be used solely for research and reporting purposes, and will have no bearing on your application. This section will be removed from the application and placed separately in a non-public file.

Name \_\_\_\_\_ Position No. \_\_\_\_\_

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Are you a Vietnam-era veteran \_\_\_\_\_

Ethnic Background:  AC-Chinese  AI-Asian Indian  AJ-Japanese  
 AK-Korean  AL-Laotian  AM-Cambodian  
 AV-Vietnamese  AX-Other Asian  B-Black Non-Hispanic  
 F-Filipino  H-Hispanic  N-American Indian/Alaskan Native  
 O-Other Non-White  PG-Guamanian  PH-Hawaiian  
 PS-Samoan  PX - Other Pac. Islander  W-White Non-Hispanic  
 X-Unknown/Non-Respondent (Includes all those persons for whom their Ethnicity is unknown).



Board Policy and administrative regulations require that prior to employment you must:

- Sign a loyalty oath
- Provide official transcripts, if required
- Submit written verification of experience, if required
- Submit a copy of credential(s) or evidence of satisfying the state mandated minimum qualifications or Academic Senate approved equivalency
- Submit evidence of employment eligibility (I-9 Form)
- Provide the District with proof from TB by X-ray or intradermal test