



YCCD CLASSIFIED APPLICATION CHECK LIST

Important NOTE: Human Resources does NOT accept electronic or faxed application materials

Position applied for: _____

Department: _____ Check Location: YCCD MJC Columbia College

Closing Date: _____ NOTE: Application screening may take 3-5 weeks to complete

Please Check/Initial each item after placing documents in the following order:

Classified Application & Packet: Check/initial after each line to ensure completion:

- Have you answered the background question?
- Have you signed and dated the application?
- Have you signed the Cover Letter? (Note: Cover letters are not required for Custodial applicants)
- Did you include a Resume?

Are there two (2) Letters of Recommendation included according to the following:

- 1. Letters are signed, and dated within the last twelve (12) months.
- 2. Letters include the telephone number of the person signing the letter.

Typing Certificate (if a requirement of the position) is attached, and meets the following standards:

- 1. Certificate is not over four (4) years old (NOTE: two (2) years for administrative positions)
- 2. It verifies your test was timed for five (5) minute.
- 3. Total words per minute (WPM) are listed with total errors.
- 4. Certificate is verified by signature of testing site personnel, including their telephone number.
- (NOTE: On-line typing certificates are not acceptable)

Please complete the following:

Typing Certificate Scoring: Gross WPM	-(#errors	X2) =	Net
Certificate Dated:	For Human Resources only: Verified		

— Other: (as listed on Job Description) —

I understand that failure to submit all of the above-mentioned documents by 5:00 PM on the closing date may affect the consideration of my application. I further understand that I must submit a separate application packet for each position I am applying for, and that applications are not kept or utilized for other positions unless specifically noted.

Signature _____

Date _____

**PLEASE ATTACH THIS FORM
TO THE FRONT OF YOUR APPLICATION PACKET**



Yosemite Community College District
Human Resources Office

Columbia College

Modesto Junior College

P. O. Box 4065, Modesto, CA 95352
2201 Blue Gum. Modesto, CA 95358
209/575-6968

Application for
CLASSIFIED POSITION

ADA STATEMENT: If accommodations are needed to assist you in this application or interview process, your request must be received with the application.

POSITION

APPLYING FOR: _____ [] MJC [] CC [] YCCD

Form with fields for NAME (First, Middle, Last), ADDRESS (Mailing Address, City, State, Zip), HOME PHONE, DAYTIME/MESSAGE PHONE, ADDRESS FOR FUTURE CORRESPONDENCE, and E-mail ADDRESS.

Social Security Number and proof of right to work in the U.S. must be provided upon offer of position

Have you ever been convicted of a misdemeanor? [] Yes [] No A felony? [] Yes [] No If yes please explain on a separate page. (Conviction of a misdemeanor will not automatically eliminate applicant for a position.)

*Are you a U.S. citizen? [] Yes [] No If no, are you legally authorized to work in the U.S.? [] Yes [] No

Education/Training:

Table with 5 columns: Name of School, Address, City & State, Graduate Yes/No, Diploma Degree. Includes multiple rows for listing education.

Personal References: List at least three references who have firsthand knowledge of you personally and your work. Do not list persons related to you

Table with 4 columns: Name, Address, City & State, Phone. Includes multiple rows for listing references.

Pre-Employment Testing: Testing is required for some clerical positions

Typing Rate _____ wpm Please check/ initial here to verify that you are aware of testing needs: _____

TO BE COMPLETED BY HR: Verified Rate: _____ Date: _____ HR Init: _____ Date: _____

This form will be detached from your application prior to the selection process

YOSEMITE COMMUNITY COLLEGE DISTRICT
Human Resources – Confidential Data Sheet

YCCD is required by state and federal regulation to maintain records as part of its Equal Employment Opportunity Program. Please provide the information requested on this form. Your response will be used for statistical purposes only. Employment opportunities will not be affected by failure to provide the requested information.

Name:

Today's Date

Position:

1a. ARE YOU HISPANIC OR LATINO? **YES** **NO** If YES, "x" below* - If NO, "x" "1b" next

*Mexican, Mexican-American, Chicano _____
Central American _____
South American _____
Hispanic Other _____

1b. WHAT IS YOUR RACE/ETHNICITY? (Please "x" one or more)

American Indian/Alaskan Native	___	Hawaiian	___
Asian Indian	___	Japanese	___
Asian Other	___	Korean	___
Black or African American	___	Laotian	___
Cambodian	___	Pacific Islander Other	___
Chinese	___	Samoan	___
Filipino	___	Vietnamese	___
Guamanian	___	White	___

2. GENDER:

Male Female

3. DISABLED: 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.

I am a disabled individual – Please "x" if applies

4. VETERAN STATUS:

Vietnam Era (August 5, 1965-May 7, 1975) ___ Yes ___ No Disabled Veteran: ___ Yes ___ No

5. HOW DID YOU LEARN OF THE OPENING? Please "x" first informational source

___ Job Recording	___	Position Announcement	___
___ Newspaper (Name) _____	___	The CCC Registry	___
___ Professional Journal (Name) _____	___	Internet	___
___ Friend or Relative (Name) _____	___	Job Fair – North/South	___
___ YCCD Employee (Name) _____	___	Other: _____	___

EEO Employer