



YOSEMITE COMMUNITY COLLEGE DISTRICT

Human Resources Office
P. O. Box 4065, Modesto, CA 95352
2201 Blue Gum. Modesto, CA 95358
www.yosemite.edu/cs/job
209/575-6968

PLEASE READ CAREFULLY BEFORE FILLING OUT YOUR APPLICATION

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

Thank you for your interest in employment with Yosemite Community College District. Please keep in mind the following important suggestions as you prepare your application:

1. The employment application represents you; it is to your advantage to fill out the application form carefully, neatly, and completely. Please do not leave blank spaces with "SEE RESUME" written across them. Indicate on the application form the information requested and then attach a resume or other supplemental material intended to expand and document the statements made on the application.
2. Degrees applicable to minimum qualifications and salary placement shall be issued by an accredited institution.
3. Please remember it is your responsibility to submit a complete application, which includes the following:

NOTE: (Check job notice for any special instructions)

- * A Yosemite Community College District Educational Administrative Position Application Form
- * A personal letter of application
- * Vita or resume
- * **Three current letters of reference (signed and dated within the past 1 year or less) attached to application packet – sent under separate cover NOT accepted.**
- * **Official transcripts, when requested/required, are to be unopened attached to application packet – sent under separate cover NOT accepted.**

NOTE: If you are applying for vacancies at both colleges, or more than one vacancy at the same college, you must file complete and separate application materials for each. Human Resources does not copy materials for second or additional application sets. Applications are not kept on file for future positions. Application materials will not be accepted electronically or by FAX.

4. Application materials cannot be returned. Copies are acceptable unless noted otherwise.
5. Please do not submit your application materials in binders or folders. A strong paper clip, binder clip or staple is satisfactory. Only items listed in the flyer/brochure need be submitted.
6. Please pay special attention to the fact that your application and accompanying materials must be received by the announced deadline date, and time.
7. A selection committee will review and evaluate applications to select a limited number of highly qualified candidates for interview. Meeting the minimum qualifications for the position does not assure an interview. The selection committee will present its finalists to the President for recommendation, when the position exists at one of the college sites, and also, to the Chancellor and Board of Trustees.

Please check our web site frequently for available positions.

Thank you in advance for your cooperation.

Human Resources Staff

EEO Employer



Yosemite Community College District
 Human Resources Office
 Columbia College – Modesto Junior College
 P.O. Box 4065, Modesto, California 95352
 2201 Blue Gum Ave, Modesto, California 95358
 209/575-6968

Application for CLASSIFIED/CONFIDENTIAL ADMINISTRATIVE POSITION

This application must be completed even though a resume is attached. This application is used for preliminary screening.

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:

Name:

Email:

Home Telephone:

Business Telephone:

Present Address:

City:

State:

Zip:

Address for Future Correspondence:

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

Specific areas of emphasis in academic or professional training:

Educational Background (most recent education first)

Colleges Attended	Location City and State	Degrees Received	Major and Minor Fields of Study

EEO Employer

Please summarize your administrative and full-time and part-time academic experience below.

Administrative

Employer	Dates	Full or % of Full-time	Duties/Title

Academic

(teaching, counseling or other related activity)

Educational Institution	Dates	Full or % of Full-time	Areas of Instruction/Service

EEO Employer

Other Work Experience

Employer	Dates	Full or % of Full-time	Position	Salary

Current Professional References (minimum of three)

Permission is granted to contact my references (please check one): at any time
 if I am a finalist only

Name	Address, Phone	Position

Have you ever been convicted of a misdemeanor? Yes No A felony? Yes No If yes please explain on a separate page.

I certify that I have reviewed this application for employment and that all information provided by me on this application, the contents of documents provided by me, and all statements which I make in any interview connected with this application, are true and complete. I understand that giving false information may be reason for non-selection, non-reemployment, or cause for dismissal.

Signature of Applicant

Date of Application

Please print, sign, date, and return along with your completed application packet to the address indicated above.

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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