



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:
(Check job notice for any special instructions)
 - * A Yosemite Community College District 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, unopened attached to application packet – sent under separate cover NOT accepted.**
 - * List of Graduate courses.
 - * If requesting equivalency, see: <http://www.yosemite.edu/hr/documents.htm> Equivalency Policy & Procedures, Equivalency forms – Masters and/or Non-Masters.

NOTE: If you are applying for vacancies at both colleges, or more than one vacancy/discipline 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 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. In the interview, consideration will be given to factors other than education and experience, including, but not limited to, personal development, initiative, and cultural sensitivity. The selection committee will present its finalists to the President for recommendation 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



YCCD ACADEMIC APPLICATION CHECK LIST

Position applied for:

Department _____ Check One: MJC Columbia College

Closing Date: _____ NOTE: Application screening takes 2-4 weeks to complete

Please check each item after placing all documents in the following order:

Answer YES after each line to verify completion:

Academic Application:

Have you: Answered background questions? _____
Signed and dated the application? _____

Signed Cover Letter

Have you: Signed your cover letter? _____

Resume or Vita

Have you: Included a Resume or Vita? _____

Three (3) letters of Recommendation

Have you: ACCORDING TO THE FOLLOWING . Provided letters that are signed and dated, and include the telephone number of the person signing the letter? _____

Provided letters dated within the last twelve (12) months? _____

Original Transcripts AND/OR (check job announcement for specific required documents)

List of Graduate Courses

Have you: Provided transcripts? (And/or Graduate courses if requested in job announcement) _____

Checked job announcement for required documents? _____

Other (as listed on job description)

Itemize: _____

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

EEO Employer



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 ACADEMIC POSITION

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

EQUIVALENCY: Applications under District equivalency criteria – see: <http://www.yosemite.edu/hr/documents.htm>

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

Check College of Interest NOTE: One application per College & Discipline

Position Applying For: Modesto Junior College Columbia College

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

Credentials: Please list valid California Community College Credentials you now hold:

Type of Credential: _____ Date Issue: _____ Life Credential Yes: No:

Additional Credential Information: _____

Education Background

(Most recent education first)

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

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

Permission is granted to contact my current employer (please check one)

at any time
 if I am a finalist only

Academic (teaching, counseling or other related activity)

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

Administration

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

INSTRUCTIONS:

You will need to answer the following questions using additional pages, not to exceed three (3) typewritten pages.

Cultural Diversity Statement

- Describe any personal or professional experiences which have prepared you to teach in the unique environment of California Community College:

Experience

Describe experiences, which demonstrate knowledge and understanding of *two* of the following:

- Curricula or services which stress innovation:
- Accommodations of various student learning styles:
- Activities which promote currency and professional growth in subject area:
- Effective participation in leadership and management:

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: _____