



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 - FAX: 209/575-6969

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

Name: \_\_\_\_\_
(First) (Middle) (Last)

Address: \_\_\_\_\_
(Mailing Address) (City) (State) (Zip)

Home Phone: \_\_\_\_\_ Daytime/Message Phone: \_\_\_\_\_

Address for future correspondence: \_\_\_\_\_

E-mail address (optional): \_\_\_\_\_

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? \_\_\_\_\_ of a felony? \_\_\_\_\_ If yes, please explain on back of this form. (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

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

**Pre-Employment Testing IF Required:** Testing is required for some clerical positions.

**Typing Rate** \_\_\_\_\_ wpm Please initial here to verify that you are aware of testing needs \_\_\_\_\_

**TO BE COMPLETED BY HR:**

**Verified Rate:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **HR Init:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Experience:** Past 10 years – Begin with current employer. Use additional pages if necessary.

| Date/From-To | Employer Name/Address | Salary | Duties | Left Due To |
|--------------|-----------------------|--------|--------|-------------|
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\* \* \* \* \* **Inclusion of a Resume is Recommended** \* \* \* \* \*

**Computer Software Knowledge:** If you have knowledge and/or experience, please indicate those programs.

I hereby certify that the statements above are true and complete to the best of my knowledge and belief. **I waive the right to hold liable those persons whose names I have listed as references.** I understand that acceptance of a position indicates willingness to accept assignment where needed.

**DATE:** \_\_\_\_\_ **SIGNATURE OF APPLICANT:** \_\_\_\_\_

**General Information:** To be considered an applicant for a classified position in the YOSEMITE COMMUNITY COLLEGE DISTRICT a position opening for which you meet stated qualifications must exist, and all materials requested on the notice of vacancy for that position must have been received by the DISTRICT no later than closing time on the filing deadline. These materials must verify the fact that you do meet the stated qualifications for the position as listed on the job notice. Any candidate officially offered employment will be expected to provide transcripts, letters of work verification and recommendation from past employers knowledgeable of their work.

IF YOU MEET THE REQUIREMENTS listed on the job announcement, you may be invited to the interview, which is competitive. However, possession of the stated requirements does not assure you of an interview. Your performance in the interview will be compared with the performance of others, and all candidates who pass will be ranked according to their scores.

If the judgment is made that the number of applicants for a position constitutes an insufficient recruitment pool of qualified candidates, the district reserves the right to re-advertise the position or to delay indefinitely the employment of a person for the position.

GENERAL QUALIFICATIONS – Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, sensitivity, and ability to work with others; and a state of health consistent with the ability to perform the essential duties of the position. Investigation may be made of employment records, **fingerprinting is required and payment for costs incurred is the responsibility of the employee.**

INTERVIEW SCOPE – The panel will consider education, experience, professional development and personal qualifications. In appraising experience, more weight will be given to the breadth and recency of pertinent experiences(s) and evidence of your ability to accept and fulfill increasing responsibilities than to the length of experience(s).

**\*PLEASE NOTE** – Federal law requires that the District employ only U. S. citizens and aliens authorized to work in the United States. Written verification of employment eligibility is required. YCCD/6.89 – REV. 04/09 psf