

8. **THE FOLLOWING SECTION MUST BE FILLED OUT COMPLETELY.** Begin with present or most recent experience and account for ALL time during the past 10 years and any directly related experience that you wish to include. Use additional sheets if necessary. List self-employment and periods of unemployment in excess of six months separately. You may list each promotion as a separate job or describe it on an attachment. ***This section must be completed even though a resume may be attached.***

Dates	Employer	Title:
From _____	Name _____	Duties performed:
To _____	Address _____	
Total _____	Telephone _____	
YRS. MOS.	Hrs. per week: _____	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Hourly <input type="checkbox"/> Volunteer <input type="checkbox"/>	Supervisor: _____	
		Reason for leaving: _____

Dates	Employer	Title:
From _____	Name _____	Duties performed:
To _____	Address _____	
Total _____	Telephone _____	
YRS. MOS.	Hrs. per week: _____	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Hourly <input type="checkbox"/> Volunteer <input type="checkbox"/>	Supervisor: _____	
		Reason for leaving: _____

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From _____	Name _____	Duties performed:
To _____	Address _____	
Total _____	Telephone _____	
YRS. MOS.	Hrs. per week: _____	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Hourly <input type="checkbox"/> Volunteer <input type="checkbox"/>	Supervisor: _____	
		Reason for leaving: _____

9. REFERENCES: List three references, other than relatives, and including at least one previous supervisor, willing to make recommendations regarding your qualifications for the position for which you are applying.

Name	Address	Occupation	Telephone
a) _____	_____	_____	_____
b) _____	_____	_____	_____
c) _____	_____	_____	_____

10. REMARKS: _____

11. Are you currently employed by the Contra Costa Community College District?..... Yes No
(Please note that employment by the Contra Costa Community College District includes Sabbaticals or leaves of absence).

If "Yes," list job title and college or location. _____

Are you related to any Contra Costa College District employee(s)?..... Yes No

If "Yes", list name(s) and relationship(s). _____

12. I authorize the employers and educational institutions identified in this employment application to release any information they have concerning my employment to the Contra Costa Community College District..... Yes No

May we contact your present employer?..... Yes No

13. Have you ever been **convicted** of any offense by a civilian or military court? Yes No

If yes, please note below the date and place of each offense, the specific charge, the date and place of conviction and the fine or sentence received (or you may list all offenses on a separate sheet of paper showing the locations, nature and disposition of each offense, and then sign, date and staple the sheet to this application). The following need not be reported: (1) minor traffic violations for which the fine was \$250 or less; (2) Any conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated (for example, juvenile offense records sealed pursuant to Welfare & Institutions Code § 389, Penal Code § 851.7 or 1203.45); (3) Any misdemeanor conviction for which probation has been successfully completed and the case judicially dismissed pursuant to Penal Code § 1203.4; (4) Any conviction for a marijuana-related offense under various provisions of the California Health and Safety Code which are specified in Labor Code § 432.8 which occurred more than two years prior to the date of application.

Please be advised that being convicted of any criminal offense, felony, misdemeanor, or citation does not necessarily disqualify you for employment eligibility although you may be asked for further information. All employment selections shall be based upon job-related qualifications. Please contact the Associate Vice Chancellor of Human Resources at (925) 229-1000 should you have any questions or concerns.

14. Have you ever been discharged, forced to resign, or rejected during a probationary period from any employment within the last ten years? If yes, give name and address of employer, reason for each release and dates of employment. Yes No

If answer is yes, it is not necessarily a bar to employment. Each case is given individual consideration, based on job relatedness.

15. I acknowledge that should I be offered employment with the Contra Costa Community College District, I will be required to **complete** a Tuberculosis Risk Assessment and/or Examination and I will be required to submit State and Federal fingerprint cards. If you are not a United States citizen, you will be required to submit proof of your legal right to work in the United States upon employment with the District.

16. I CERTIFY that the statements made by me in this application and the related pre-employment questionnaire are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand and agree misstatements/omissions of material fact will cause forfeiture of my rights, or dismissal from a position of employment by Contra Costa Community College District.

DATE

SIGNATURE OF APPLICANT

" It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identity, race, color, ancestry, religion, marital status, sex, national origin, gender, gender identity, gender expression, age, sexual orientation, physical or mental disability, medical condition, genetic information, veteran status, parental status, citizenship or because an individual is perceived to have one or more of these characteristics or based on association with a person or group with one or more of these actual or perceived characteristics."

Contra Costa Community College District

PRE-EMPLOYMENT INFORMATION

This information will be separated from the employment application prior to review. The information requested herein is voluntary.

The following voluntary information is solicited from each applicant:

- SEX** Male Female
- RACE / ETHNICITY CATEGORY** – Please check the box which best describes your ethnicity and race.

Select Ethnicity – select one

- Non-Hispanic – NHS
- Hispanic - HIS

Select Race – check all that apply

- A – Asian
- AC – Chinese
- AI – Asian Indian
- AJ – Japanese
- AK – Korean
- AL – Laotian
- AM – Cambodian
- AV – Vietnamese
- AX – Other Asian
- B – African-American Non-Hispanic
- F – Filipino
- HX - Hispanic
- HM – Mexican, Mex. American, Chicano
- HR – Central American
- HS – South American
- HX – Other Hispanic
- N – American Indian/Alaskan Native*
- Other Non-White
- PX – Pacific Islander
- PG – Guamanian
- PH – Hawaiian
- PS – Samoan
- PX – Other Pacific Islander
- W – White, Non-Hispanic
- Unknown/Non-Respondent
- Decline to State

* Member of an American Indian Tribe or band recognized by the Bureau of Indian Affairs; or has at least one-quarter blood quantum of tribes or bands indigenous to the United States or Canada. SPB Rule 547.34 requires written verification of American Indian ancestry at time of employment.
(Specify tribe: _____)

DISABLED – “Disabled individual” means any person who (1) has a physical or mental impairment which substantially limits one or more of such person’s major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

EMPLOYMENT ADVERTISING INFORMATION

We need your help in determining the effectiveness of our recruitment program. Please answer the questions below to assist us in this effort.

1. How did you find out about this position?

- Newspaper (which one, day of week) _____
- Posted job announcement (where) _____
- Career Fair (where, which month) _____
- Friend employed with the District
- Visit to the College (which one) _____
- District Job Line
- EDD Office
- Website (which ones) _____
- Other (please be specific) _____

2. What major feature attracted you to this District?

- Salary
- Location
- District Reputation
- Career Opportunities
- Benefits
- Other (please be specific) _____

3. What processes do you follow in your job search efforts?

- Read newspaper help wanted section
- Websites (please be specific) _____
- EDD office
- Check job announcements posted in public buildings
- Send a letter of interest and/or resume to employers
- Other (please be specific) _____