



APPLICATION FOR EMPLOYMENT Classified Personnel

CONTRA COSTA COLLEGE
2600 Mission Bell Drive
San Pablo, CA 94806



(510) 235-7800
www.contracosta.edu

DIABLO VALLEY COLLEGE
321 Golf Club Road,
Pleasant Hill, CA 94523



(925) 685-1230
www.dvc.edu

LOS MEDANOS COLLEGE
2700 East Leland Road
Pittsburg, CA 94565



(925) 439-2181 Pittsburg area
(925) 798-3500 Concord area
www.losmedanos.edu

DISTRICT OFFICE
500 Court Street, Martinez, CA 94553
(925) 229-1000, www.4cd.edu

The filing of the application and the acceptance thereof does not indicate that there are positions open and it in no way obligates the Contra Costa Community College District to extend an offer of employment. The information contained herein will be considered confidential and is, together with attachments, the property of the District. A separate application is required for each position. To determine if a supplemental questionnaire is required, please check the job announcement. An incomplete application packet may disqualify an applicant.

TITLE OF POSITION FOR WHICH APPLYING:

AT WHICH LOCATION?

- Contra Costa College District Office
 Diablo Valley College Brentwood Center
 Los Medanos College San Ramon Campus

PLEASE TYPE OR PRINT IN INK

1. Social Security Number _____ E-Mail Address _____

2. Last Name _____ First Name _____ Middle _____

3. Street Address _____ Apt No. _____ City _____ State/Zip Code _____

4. Home Telephone _____ Business Telephone _____ Cellular Telephone _____

5. Can you fluently read or write in any language other than English? If so, please specify. (Optional) _____

6. List licenses, certificates and/or registrations required for this job (Driver's License, Post Basic Certificate, etc.):

Title	Date Issued	Date Expires	Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. EDUCATION: Check appropriate box if you possess one of the following:
 High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give highest grade or educational level achieved _____

Names of Colleges/Universities Attended	Dates Attended	Course of Study/Major	Degree Awarded	Units Completed		Type Degree	Date Degree Requirement Completed
				Semester	Quarter		
_____	_____	_____	Yes No	_____	_____	_____	_____
_____	_____	_____	Yes No	_____	_____	_____	_____
_____	_____	_____	Yes No	_____	_____	_____	_____
Other School/Training Completed	_____	_____	Hours Completed	Certificate Awarded		_____	_____

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

9. REFERENCES: List three references, other than relatives, 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 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 that a medical examination at employer's expense is required. In affixing my signature below I authorize my physician to release to the employer's physician any information concerning my ability to perform the job. Please note: Prior to employment, the selected candidate will be required to furnish negative T.B. test results and 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

"The Contra Costa Community College District does not discriminate against any applicant for employment on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sex, or sexual orientation. This prohibition against unlawful discrimination extends to any person who is perceived to have any of the above characteristics or who is associated with someone who has, or who is perceived to have, any of those 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:

1. **SEX** Male Female

2. **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) _____