



College of the Siskiyous

ADJUNCT APPLICATION

Human Resources

800 College Avenue • Weed, California 96094
(530) 938-5317 • FAX (530) 938-5506 • TTY (530) 938-5358

Please **print in ink or type** your responses completely and accurately. Print "N/A" on any section that is not applicable. Resumes are not accepted in lieu of this application. Please **do not refer to "attached resume"**. Resumes and other relevant documents may be included with your application materials, but will **not** substitute, for a completed application. (If more space is needed, use attachments, clearly labeled and in the same format.)

Position for which you are applying: _____

Name: _____ Home Phone: () _____

Address: _____ Business Phone: () _____

_____ Social Security #: _____

Please answer the following questions:

Yes No

- 1. ___ ___ Have you ever been convicted of a crime, including a sex or narcotics offense that would have any relevance to employment in the position for which you are applying? (If your answer is yes, please explain in detail on a separate sheet of paper, and include dates, places, and the nature of each event).
- 2. ___ ___ Have you ever been convicted of a sex or drug offense as defined in Ed Code 87009- 87011?
- 3. ___ ___ Were you ever discharged or did you ever resign your employment because of misconduct or unsatisfactory service? (If your answer is yes, please explain in detail on a separate sheet of paper, and include dates, places, and the nature of each event).
- 4. ___ ___ The applicant selected for this position will be required to provide identification and employment eligibility as outlined in the "Immigration Reform and Control Act." Can you, after employment, submit verification of your legal right to work in the United States?

SECTION I: MINIMUM QUALIFICATIONS Applicants must satisfy the minimum requirements as required by law in order to be considered for this position. Check the appropriate space in each category:

1. **Credentials** (Please attach a copy of the credential)

Do you possess a California Community College Credential in the area(s) listed in the job announcement?

___ YES ___ NO

2. **Minimum Qualifications** (Please attach copies of transcripts, which may be accompanied by copies of degrees, diplomas, certificates, etc. Transcripts **must** be furnished, legible copies are acceptable.

Do you meet the degree and/or experience requirements as specified in the job opportunity announcement?

___ YES ___ NO

3. Equivalency (Applies only if you check “NO” in both 1 and 2 above)

Do you believe you have the equivalent as directed in 1 or 2 above, in either a foreign degree or other equivalency?

___ YES ___ NO

(If you check yes in this category, you must provide documentation of your claim of equivalency. For additional information about equivalencies you may contact the Personnel Office.)

In the space below, please explain how your qualifications are equivalent to the minimum qualifications stated in the job announcement.

SECTION 2: ACADEMIC PREPARATION

A. Post High School Preparation:

Name Accredited Institution

Dates of Attendance

Degrees Awarded

Date Degree Awarded

Major

Minor

Name of Accredited Institution

Dates of Attendance

Degrees Awarded

Date Degree Awarded

Major

Minor

Name of Accredited Institution

Dates of Attendance

Degrees Awarded

Date Degree Awarded

Major

Minor

B. Licenses and/or certifications you currently hold

C. Additional coursework and/or continuing education

| Course/Topic | Name of Accredited Institution or Sponsoring Agency | Unit/Hours | Dates of Completion |
|--------------|--|------------|------------------------|
|--------------|--|------------|------------------------|

SECTION 3: TEACHING EXPERIENCE Please list all teaching, counseling, nursing or other educational experience, starting with the most recent.

1. Name of institution or District _____

____ Full-time ____ Part-time (____ % of a full-time load) **Employment Dates:** From ____ To ____

Courses Taught/Services Provided (One Per Line) Number of Semesters

2. Name of Institution or District _____

____ Full-time ____ Part-time (____ % of a full-time load) **Employment Dates:** From ____ To ____

Courses Taught/Services Provided (One Per Line) Number of Semesters

SECTION 4: RELATED OCCUPATIONAL EXPERIENCE List other work experience relative to this position, starting with the most recent. Include relevant volunteer or unpaid work experience.

1. Employer _____ City, State _____ Phone _____

____ Full-time ____ Part-time Employment Dates: From ____ To ____

Job Title: _____

Description of job duties: _____

2. Employer _____ City, State _____ Phone _____

____ Full-time ____ Part-time Employment Dates: From ____ To ____

Job Title: _____

Description of job duties: _____

SECTION 5: PROFESSIONAL ACTIVITIES List affiliations with professional or other resource organizations, honors received, publications, lectures, travel, work products, etc., as they relate to the position for which you are applying. Affiliations, which identify your race, ethnicity, gender or religion, may be omitted.

SECTION 6: REFERENCES Names and addresses of persons who are familiar with your previous educational and/or employment experience that we may contact:

| <u>Name of Reference</u> | <u>Mailing Address of Reference including ZIP Code</u> | <u>Phone Number</u> |
|--------------------------|--|---------------------|
|--------------------------|--|---------------------|

May the College of the Siskiyous contact your current employer for a reference? ___ Yes ___ No

Please read carefully and sign the following:

The information and answers I have included in this application are true and correct to the best of my knowledge. I understand that omitting or misrepresenting any information required for this application will result in the rejection of my application or termination of my employment. I also affirm that the information and answers were prepared solely by me.

I authorize College of the Siskiyous to investigate my reference, work record, education, or any other matters relating to my suitability for employment. I also authorize my former employers to provide College of the Siskiyous with this information.

I understand that neither filing this application nor being granted an interview will create an employment contract between the College of the Siskiyous and me.

SIGNATURE

DATE

Thank you for your interest in College of the Siskiyous!!

College of the Siskiyous is an Equal Opportunity Employer