



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT (VCCCD)
255 W. Stanley Ave. Suite 150, Ventura, CA 93001 (805) 652-5521
www.vcccd.edu

APPLICATION FOR MANAGEMENT EMPLOYMENT

AN ORIGINAL TYPED OR CLEARLY PRINTED IN INK application is required for **EACH** position and location. A copy bearing an original signature and title of position will be accepted. All sections of this application must be completed. Please tell us how you learned about this position (i.e., newspaper, internet, job announcement, etc.) _____

Title of position: _____ Location: _____

SUBMIT COMPLETED APPLICATION TO:

Presidential Search Committee
Attention: Eileen Welser
Ventura County Community College District
255 W. Stanley Ave., Suite 150
Ventura, CA 93001

A. PERSONAL INFORMATION

Name _____
(First) (M.I.) (Last)

Prior Name(s) _____

Mailing Address _____
(Street, City, State, Zip)

Telephone Number: Home (_____) _____ Work (_____) _____

Cell (_____) _____ E-mail _____

Are you or have you ever been employed by VCCCD? Yes No

If yes, give: Location _____ Position _____ Dates _____

Do you have a relative employed by the District? Yes No If yes, at MC OC VC DAC

Relative's name _____ Relationship _____

If not a U.S. citizen, can you, after employment, submit verification of your legal right to work in the United States? Yes No

(If you answer "yes" to either of the next two questions, please explain in detail in the space provided below.)

Have you ever been convicted of an unsealed or unexpunged sex or narcotic violation? Yes No

Have you ever been convicted of an unsealed or unexpunged felony or misdemeanor? Yes No

(NOTE: Convictions are not an absolute bar to employment. Each will be evaluated individually.)

EXPLAIN ANY "YES" ANSWERS (attach additional sheet if necessary) _____

B. PROFESSIONAL CREDENTIALS, LICENSES, CERTIFICATIONS, AND VCCCD EQUIVALENCY

LIST ANY RELEVANT ACADEMIC OR ADMINISTRATIVE CREDENTIALS, LICENSES, AND CERTIFICATES		
Type	State	Expiration Date

C. EDUCATION

List (most recent first) all regionally accredited colleges and universities from which you completed degrees and courses successfully. Append additional sheets if necessary.

College/University Location	Degree completed	Semester Units Completed	Major Minor
College/University Location	Degree completed	Semester Units Completed	Major Minor
College/University Location	Degree completed	Semester Units Completed	Major Minor
College/University Location	Degree completed	Semester Units Completed	Major Minor

D. SPECIAL SKILLS

Are you fluent in any language other than English? Yes No

If yes, please indicate languages in which you are fluent: _____

Job-related artistic, scientific, computer, creative, multicultural, signing, technical, organization skills, ability to set priorities, establish goals, work with others, etc. Append additional sheets if necessary.

E. ACCOMPLISHMENTS AND ACTIVITIES

Job-related awards, certificates, community service, involvement with multicultural activities, exhibits, fellowships, grants, honors, memberships, publications, seminars, volunteer work, workshops, etc. Append additional sheets if necessary.

F. EMPLOYMENT EXPERIENCE

List (most recent first) all paid work experience. Upon employment by the VCCCD, all full-time experience must be verified. Identify and explain all periods of unemployment. Append additional sheets if necessary. **Please completely fill in the following and do not leave any blanks or use phrases, such as "See resume."**

Employer:	
Location:	
Title:	From: (month/year) To: (month/year)
Duties/responsibilities:	
Reason for leaving:	Supervisor's Name/Phone Number:
Employer:	
Location:	
Title:	From: (month/year) To: (month/year)
Duties/responsibilities:	
Reason for leaving:	Supervisor's Name/Phone Number:
Employer:	
Location:	
Title:	From: (month/year) To: (month/year)
Duties/responsibilities:	
Reason for leaving:	Supervisor's Name/Phone Number:
Employer:	
Location:	
Title:	From: (month/year) To: (month/year)
Duties/responsibilities:	
Reason for leaving:	Supervisor's Name/Phone Number:

G. EQUIVALENT TRAINING, EDUCATION, AND EXPERIENCE

If you do not meet the education or experience requirements, you may still qualify for this position. The minimum qualifications on the job announcement may indicate that an equivalent combination of training, education, and experience is acceptable. If you possess the required knowledge and abilities, please describe how you obtained the knowledge and abilities by completing this section in addition to completing the employment experience section above. Attach additional sheets of paper if more space is needed. The combination of your training, education, and experience should be equivalent to the qualifications listed under minimum qualifications.

Dear Applicant:

As a public employer, we are required to report annually to the Federal Government as to the makeup of our workforce and the pool of people who apply for our vacant positions. We are authorized under State and federal law to ask applicants for this information as we guarantee that it is used only for statistical reporting purposes and will in no way influence the selection or rejection of applicants. The outcome of your application of employment is not affected if you do not return this form; however, we hope that you will choose to complete and return it to us.

Title of Position: _____ Date: _____

Location: Moorpark College Ventura College Oxnard College District Administrative Center

Name: _____ Country of citizenship: _____

(optional)

Over 40 Gender: Male Female

Vietnam-era Veteran (served between 1964-1975)

Disabled (As adapted from the Federal Rehabilitation Act Section 504 Disabled Person – Any person who has an impairment which substantially limits one or more major life activities: i.e., walking, lifting, breathing, hearing, seeing, speaking, reading, writing, etc.)

Ethnic Background:

American Indian or Alaskan Native

Asian or Pacific Islander

Black African American, not of Latino, Hispanic origin

White, not of Latino, Hispanic origin

Latino, Hispanic

Filipino

Other; Malayan, Thai, and citizen of a country other than USA, white person of Indo-European descent

Please tell us how you learned of this vacancy: VCCCD Website CCC Registry LA Times
 Chronicle of Higher Ed HigherEdJobs.com Ventura County Star Other _____

This data serves to evaluate our progress in the implementation of our Staff Diversity Plan and to complete State and federal government reports. This form will not remain with the application form but will be kept by the Human Resources Department. The Ventura County Community College District subscribes to and promotes the principles and implementation of Equal Opportunity and Diversity.

Pursuant to the provisions of Assembly Bill 803, the Governing Board has adopted a policy and procedure to ensure that its programs and activities are available to all persons without regard to race, color, religion, gender, national origin, persons with disability, age, marital status, sexual orientation or Vietnam veteran status. Both the policy and the procedure apply to students, employees, and applicants.

Please return this form with your completed application.

Thank you very much