



Ventura County Community College District [VCCCD]

Applicant Frequently Asked Questions

Ventura County Community College District does not discriminate on the basis of race, color, national origin, sex, disability, age or sexual orientation.

- 1 Where do I find open positions at VCCCD?**

Visit our District website at vcccd.edu/departments/human-resources/employment. You can also visit our Career Pages directly at: schooljobs.com/careers/vcccd.
- 2 How do I apply for a job?**

You must create an online account with schooljobs.com.
- 3 How long does it take to complete the online application?**

The time it takes depends on several factors including the amount of work experience and education you have to enter, how fast you can type, etc. You should allow **30-60** minutes for the total process. However, you can expedite the process by collecting important information about previous work experience, education, certifications, etc. before you start creating your application.

The information on your application form when you apply will be used to evaluate your qualifications for the job opening for which you apply. Please ensure it is accurate, complete, and contains all requested information. Incomplete applications will not be considered.
- 4 Can I apply for more than one job at a time?**

Yes, once you have completed your online account, you can apply to multiple positions that are currently open and on the current job listing. Even days or weeks later, all you have to do to apply for another position is to log back on to the applicant site and apply.
- 5 When can I apply to a faculty position with VCCCD?**

Part-time Faculty applications are accepted all year for disciplines based on campus need. These recruitments are on going and generally do not have a fixed closing date. Candidates are hired from a pool of candidates as the need arises from Oxnard College, Moorpark College and Ventura College.

Full-time Faculty applications are ONLY accepted as the position becomes available. Unsolicited applications will not be accepted.
- 6 How do I know what the minimum qualifications are for a position?**

All minimum qualifications are listed in a job posting. Minimum qualifications are defined in the Minimum Qualifications for Faculty and Administrators in California Community Colleges handbook.

NOTE: Possession of the minimum qualifications for a position does not ensure an interview.
- 7 What is the Supplemental Questionnaire for Equivalency?**

If an applicant does not meet the minimum qualifications they must submit a Supplemental Questionnaire for Equivalency in order to be considered on the basis of possessing equivalent qualification. Even if a degree title is similar to a degree stated in the minimum qualification, if is not an exact match, the Supplemental Questionnaire for Equivalency must be submitted in order to be considered for the position.