

SECTION 120 – APPLICATIONS FOR EMPLOYMENT

121 FILING APPLICATIONS

All applications must be on a standard District application form and filed in person, on-line, by mail, or by fax with the Office of the Personnel Commission on or before the closing date specified in the announcement. Filing of the application must include all required documents as specified in the job announcement.

122 QUALIFICATIONS

Applicants for positions in the Ventura County Community College District must possess the minimum qualifications established for the classification. Certain classifications may require applicants to successfully complete a background investigation/polygraph at the expense of the District before being certified as a qualified candidate for a position. Certain classifications may require conditional offers of employment based upon successful completion of a physical and/or psychological examination.

123 DISQUALIFICATION OF APPLICANTS

The Personnel Commission or designee may disqualify an applicant, remove a candidate's name from the eligibility list, or refuse to certify any candidate as being eligible, for any of the following reasons:

- A. Failure to meet minimum requirements or qualifications for the classification
- B. Failure to submit application correctly or within the prescribed time limit
- C. Conviction of a felony or misdemeanor involving moral turpitude
- D. False statement or failure to list material facts on application
- E. Dismissal from any position for cause
- F. Using or attempting to use political pressure or bribery to secure advantage in examination or appointment
- G. Securing unauthorized information regarding the examination
- H. Taking part in the administration, correction or compilation of results of the examination
- I. Known membership in any political party or special interest group that advocates the overthrow of the government by violent means or physical revolution (Ed. Code, § 88122 & Gov. Code, § 1028)
- J. Negative job-related information received from current or previous employers during the reference check process
- K. Failure to sign the Confidential Inquiry Waiver releasing all current and previous employers from any liability or damage which may result from furnishing information collected during the reference check process
- L. For public safety classifications, failure to pass a subjective background investigation as determined by the Personnel Director

124 NOTIFYING DISQUALIFIED APPLICANTS

A disqualified applicant or candidate shall be notified promptly. The notification will specify reasons for the disqualification and, wherever possible, will be given in time to enable the applicant to submit additional evidence to the Personnel Director before the examination or certification of eligibles. (Also see Section 144.)

125 VETERAN'S PREFERENCE

On all examinations, veterans with thirty (30) days or more of service who become eligible for appointment by attaining the passing mark established for the examination shall be allowed an additional credit of five (5) points; an additional ten (10) points for disabled veterans, which shall be added to their combined percentage score. To be entitled to such veteran's preference, applicants must apply for preference by the final testing date by presenting their honorable discharge papers or certificates of honorable active service in the "armed forces" during the periods designated below and proof of military disability. "Armed forces" means the United States Air Force, Army, Marine Corps, Navy, or Coast Guard. (Ed. Code, §§ 88113, 88114, 88115.)

To qualify for veteran's credit, thirty (30) days or more of service must have been between the dates listed below.

WORLD WAR II:

December 7, 1941, to December 31, 1946.

KOREAN CONFLICT:

June 17, 1950, to January 31, 1955.

VIETNAM ERA:

August 5, 1964, to May 7, 1975.

PERSIAN GULF:

August 2, 1990, to present.