CLASSIFIED APPLICATION FORM

Shasta-Tehama-Trinity Joint Community College District

Human Resources Office
Phone: (530) 242-7640
Fax: (530) 225-4990
TDD: 225-4988

11555 Old Oregon Trail
P.O. Box 496006
Redding, CA 96049-6006

Application, resume, & other materials submitted become the property of Shasta College and will not be returned to the applicant.

I will accept: Date: _____

☐ Full-Time Employment
☐ Temporary or Substitute Employment
☐ Part-Time Employment

Position for which you are applying: _____

Name: _____
(Last) (First) (Middle)

Address: _____
_____

Residence Phone: _____
Business Phone: _____
Email Address: _____

EDUCATION

If you are using college education to meet any portion of the position specifications, please attach a copy of your transcript to the completed application form.

Highest grade level completed: _____

High School Graduate: Yes ☐ No ☐
High School Equivalency: Yes ☐ No ☐

School (College, business, trade or service)	Course of Study	Degree Received	Date Completed

If required: Typing Speed _____ net WPM Shorthand Speed _____

Other machines you can operate _____

GENERAL QUESTIONS

1. Can you, after employment, submit verification of your legal right to work in the United States? Yes ☐ No ☐
2. Do you currently have any offenses pending against you in a criminal court of law for which you are out on bail or have been released on your own recognizance pending trial? Yes ☐ No ☐

   If yes, on a separate piece of paper, please explain the charge(s), locations, and date of trial, if set.
3. Have you ever been convicted of any crime other than a minor traffic violation? Yes ☐ No ☐

   If yes, please explain below giving specific Penal Code section, date, location, nature of offense, sentence, and fine.

_____
_____

A record of conviction will not necessarily bar you from employment.

In accordance with the Americans with Disabilities Act, are you able to perform the specific job functions with or without reasonable accommodation? Yes ☐ No ☐

SHASTA COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER
For any questions involving unlawful discrimination on the basis of race, sex, color, religion, age, physical or mental disability, ancestry, marital status, or national origin, contact the Associate Vice President of Human Resources (530) 242-7640.

EXPERIENCE

Complete information regarding your former work experience, including your job duties, that can help to qualify you for a position at Shasta College. **List most recent experience first.** You may attach an extra sheet if more space is needed.

Period of Employment	Job Title / Important Duties	Employer Information
From: To: Full-Time: ____ % Part-Time: ____ % Reason for leaving:	Job Title: Duties:	Employer: Address: Supervisor (Name/Title): Phone#:
From: To: Full-Time: ____ % Part-Time: ____ % Reason for leaving:	Job Title: Duties:	Employer: Address: Supervisor (Name/Title): Phone#:
From: To: Full-Time: ____ % Part-Time: ____ % Reason for leaving:	Job Title: Duties:	Employer: Address: Supervisor (Name/Title): Phone#:

ADDITIONAL INFORMATION

List any qualifications which especially equip you for this position including certificates and licenses.

_____

_____

Have you ever been discharged from employment or forced to resign? Yes ☐ No ☐

If yes, please explain. _____

_____

REFERENCES **All references are likely to be contacted.**

1. _____
2. _____
3. _____

I HEREBY CERTIFY that all statements made hereon are true and correct and I authorize investigation of all statements herein recorded. I release from liability persons and organizations reporting information required by this application. I understand that any misrepresentation or falsification of material facts in this application may be cause for disqualification or dismissal without right of appeal.

Signature of Applicant: _____

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APPLICATION FOR EMPLOYMENT- Additional Information Page

Please type any additional information in this area.

SHASTA COMMUNITY COLLEGE DISTRICT SUPPLEMENTAL EQUAL EMPLOYMENT OPPORTUNITY CARD

The information on this card is for statistical purposes. Your cooperation providing the requested information is appreciated. This information is kept separate and confidential and will not be used to make any employment decisions.

Please complete the following:

_____
Date

_____
Position Applied For

_____
Name

_____
Birthdate

Please complete the following:

☐ (M) Male ☐ (F) Female

☐ (1) American Indian or Alaskan Native

☐ (2) Asian – Pacific Islander

- ☐ Japanese, Chinese, Korean
- ☐ East Indian
- ☐ Pacific Islander
- ☐ Filipino

☐ (3) Black, African American

☐ (4) Hispanic, Spanish – Surname, Mexican American, Puerto Rican, Latin American

☐ (5) White - other

DOES THE FOLLOWING APPLY TO YOU?

☐ PERSON WITH A DISABILITY. One 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 impairment, or (3) is regarded as having such impairment.

☐ If assistance in the employment process is needed, please check the box or contact the Human Resources Office

_____
Designate Limitation

PLEASE COMPLETE THE FOLLOWING:

How did you find out about this job? (Select one)

- ☐ Human Resources Office
- ☐ Friend/Relative/District Employee
- ☐ EDD
- ☐ Shasta College Web Page
- ☐ Record Searchlight
- ☐ Chico Enterprise-Record
- ☐ Chronicle of Higher Education
- ☐ Other (Please indicate source below):

Other Newspaper, Trade, or Professional Publication: _____

Community Organization: _____

Other Internet Web site, Etc.: _____

APPLICATION PROCEDURES

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

Human Resources Office

1. To be considered a candidate for a position at Shasta College, the materials requested below must be on file no later than the deadline date. Additional materials after that time may not be considered.

   (a) Shasta College application
   (b) All transcripts (unofficial will be accepted at the time of application).
   (c) Resume
   (d) Placement file and/or reference letters may be submitted at the option of the candidate.

2. The Screening Procedure is as follows:

   (a) A committee will screen applications. Meeting the minimum qualifications for a person does not assure the candidate an interview.
   (b) The committee will invite selected candidates to oral interview held at Shasta College. From those candidates interviewed, the committee will recommend selected persons to the next level. **Note: The District does not provide expense reimbursement for those invited to initial interviews.*
   (c) For instructional positions, the Vice President/President will interview the candidates selected by the screening committee and will recommend a candidate(s) to the Superintendent.
   (d) The Superintendent may interview candidate(s) recommended by the Vice President/President and will recommend a final candidate to the Board of Trustees.

3. In the interview, consideration will be given to factors other than education and experience, including, but not limited to, personal development, ability to work with others, initiative and sensitivity. A demonstration of teaching technique will be required for instructional positions.

4. If a candidate applies for a position based on “equivalency” of qualifications, a detailed written explanation and documentation must be provided for committee review.

5. Candidates should expect official notification of their status once the Board of Trustees has acted on the Superintendent’s recommendation for employment.

6. The College reserves the right to contact the current or most recent employer of any candidate, to investigate past employment records, and to visit the present place of employment.

7. The College reserves the right to readvertise the position or to delay indefinitely filling a position if it is deemed that applicants for the position do not constitute an adequate applicant pool.

8. The College does not return the candidate’s material submitted in application for a position.

9. If reasonable accommodation is required, the candidate must let the EEO Officer know. All contacts will be kept confidential.

10. A “Supplemental Equal Employment Opportunity Card” is distributed with each application. Completing and returning this card is done on a voluntary basis by the candidate. This information is used for statistical information and does not circulate through the screening procedure with the application.

Shasta-Tehama-Trinity Joint Community College District is an Equal Employment Opportunity employer and is committed to an educational environment which affirms and supports a diverse faculty and staff.