



# IMPERIAL VALLEY COLLEGE

(760) 352-8320 FAX (760) 355-2663

P.O. Box 158, Imperial, California 92251

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## CLASSIFIED VACANCY ANNOUNCEMENT

|                                  |                                                                                                                                                       |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POSITION</b>                  | <b>LEAD CUSTODIAN</b>                                                                                                                                 |
| <b>WORK SITE/DURATION</b>        | Maintenance<br>Full-time - 100%, 12-mo. position, 40 hrs/week,<br>District Funded<br>Evenings                                                         |
| <b>COMPENSATION AND BENEFITS</b> | Starting Salary: \$2284.00 mo. - \$13.13 hr.<br>10% Night Differential Pay<br>Range 11 on Classified Salary Scale #3                                  |
| <b>REPRESENTATIVE DUTIES</b>     | Train and provide work direction to custodial personnel and student workers on an assigned shift; review work in progress and inspect completed work. |
| <b>EDUCATION AND EXPERIENCE</b>  | Any combination equivalent to: sufficient education to demonstrate the knowledge and abilities listed above and two years of custodial experience.    |
| <b>APPLICATION DEADLINE</b>      | <b>October 8, 2007 by 5:00 pm</b>                                                                                                                     |

To be considered for the position, applicants must submit the following application materials to the Imperial Valley College Human Resources Office by the application deadline. Postmarks will be accepted. **FAXED MATERIALS WILL NOT BE ACCEPTED.** Applications which do not include all of the required materials will not be forwarded to the screening committee for consideration.

1. Completed application form signed by the applicant.
2. Written responses to all supplemental questions.
3. Completed Disclaimer form.
4. Completed Affirmative Action Data Form (optional).

Applications are available in the Imperial Valley College Human Resources Office, Building 2400, 380 E. Aten Road, Imperial, CA 92251. Application materials are also available for downloading from the Imperial Valley College website, [www.imperial.edu](http://www.imperial.edu)

*Imperial Community College District is an Equal Employment Opportunity Employer.*

**IMPERIAL VALLEY COLLEGE  
DEPARTMENT OF HUMAN RESOURCES**

**SUPPLEMENTAL QUESTIONS  
LEAD CUSTODIAN**

Please answer the following questions. These supplemental questions will be used with other application materials to screen applicants for interview. **Failure to submit a specific answer to each of these supplemental questions will result in your disqualification for the position.** Referral to other application materials is not an acceptable answer.

1. Please describe in detail your lead experience that you have had in the custodial field. And what makes you feel that you are the best candidate for this position?
2. Please give a brief description of what the following cleaners are used for:
  - a. Abrasive Cleaners
  - b. Acid Cleaners
  - c. All-Purpose cleaners
  - d. Neutral cleaners
  - e. Disinfectant or Germicidal Cleaners
3. Describe the frequency in which you feel each of the following tasks should be performed.
  - a. Sweeping or vacuuming floors
  - b. Cleaning chalk boards
  - c. Disinfect and mop restrooms
  - d. Strip and wax floors
  - e. Clean windows
  - f. Dump trash containers
  - g. Dusting
  - h. Spider webbing
  - i. Student desk cleaning
  - j. Carpet shampooing
4. Please describe any experience that you may have had in Gymnasium or hard wood floor care.
5. Describe the differences between.
  - a. Dry mopping and wet mopping.
  - b. A low speed floor machine and a high speed floor machine
  - c. Carpet shampooing and carpet extracting.



**IMPERIAL COMMUNITY COLLEGE DISTRICT**  
**Serving Imperial County, California**

380 East Aten Road Bldg. # 2400  
P.O. Box 158, Imperial, CA 92251  
Imperial, CA 92251

Telephone (760) 355-6212  
Facsimile (760) 355-6211  
<http://www.imperial.edu>

**APPLICATION FOR CLASSIFIED POSITION**

**INSTRUCTIONS:** The information you enter on this form will be used to determine your eligibility for employment with the Imperial Community College District. Be sure that you complete the form fully and accurately. Please print legibly. Incomplete applications will not be considered. The statement **"See Resume"** is not an acceptable response, since initial screening and qualifying will be based upon the information in this application form.

**NOTE:** Applications are accepted only when a position is open for recruitment. Resumes will not be accepted in lieu of a completed application.

*Special accommodations: If you are in need of special services or facilities due to a disability in order to apply or interview for a position, please contact the Human Resources Office.*

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**Part I – RECRUITMENT INFORMATION**

POSITION: (List exactly as it appears on job announcement) \_\_\_\_\_

FULL TIME \_\_\_\_\_ PART TIME \_\_\_\_\_ TEMPORARY \_\_\_\_\_

I found out about this position from a/an:

- |                                                   |                                                     |
|---------------------------------------------------|-----------------------------------------------------|
| 1. _____ Walk-in/IVC Human Resources Office       | 5. _____ Current IVC employee                       |
| 2. _____ IVC website                              | 6. _____ Friend, relative, associate                |
| 3. _____ Advertisement (Please specify : _____)   | 7. _____ Special recruitment effort by the District |
| 4. _____ Government employment agency (EDD, etc.) | 8. _____ Other: _____                               |

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**Part II – APPLICANT INFORMATION**

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip Code

Contact Telephone Number: ( ) \_\_\_\_\_ Message Telephone Number: ( ) \_\_\_\_\_

Other names you have used in employment/education: \_\_\_\_\_

Date you are available for work: \_\_\_\_\_

Please indicate any hours, shifts, or days which you are not available to work: \_\_\_\_\_

Do you have any friends or relatives working for Imperial Community College District? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state name(s) and relationship:

|       |              |
|-------|--------------|
| _____ | _____        |
| Name  | Relationship |
| _____ | _____        |
| Name  | Relationship |

If you are under 18 years of age, can you obtain a work permit? Yes \_\_\_\_\_ No \_\_\_\_\_

Can you legally work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_ (Proof of citizenship or immigration status will be required upon employment.)

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**Part III – EDUCATION**

SCHOOL NAME/LOCATION

DEGREE

MAJOR/MINOR

(Please circle one)

BACHELOR'S DEGREE \_\_\_\_\_

YES NO

ASSOCIATE'S DEGREE \_\_\_\_\_

YES NO

HIGH SCHOOL \_\_\_\_\_

YES NO

Other trade, technical, business, or military courses, certificates or diplomas that relate to this position: \_\_\_\_\_

**NOTE: Foreign transcripts and degrees must include an evaluation by a United States clearing house.**

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**Part IV – EMPLOYMENT HISTORY**

Read the education & experience requirements in the job announcement before completing this section. Begin with the most recent period, list all periods of employment and unemployment, including periods of military service. Use a separate sheet of paper for additional employers.

|                                                                                                                                                                                                        |                   |                              |              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------|--------------|
| Position Held:                                                                                                                                                                                         | From: Mo/Yr       | To: Mo/Yr                    | Total: Yr/Mo |
| Employer:                                                                                                                                                                                              | Address:          |                              |              |
| Name of Immediate Supervisor & Title:                                                                                                                                                                  | Telephone Number: |                              |              |
| <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary <input type="checkbox"/> Student Employment                                          |                   | Number of hours worked/week: |              |
| Specific Duties:                                                                                                                                                                                       |                   |                              |              |
| Reason for leaving:<br><input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Layoff <input type="checkbox"/> Termination – PLEASE EXPLAIN: _____ |                   |                              |              |

|                                                                                                                                                                                                        |                   |                              |              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------|--------------|
| Position Held:                                                                                                                                                                                         | From: Mo/Yr       | To: Mo/Yr                    | Total: Yr/Mo |
| Employer:                                                                                                                                                                                              | Address:          |                              |              |
| Name of Immediate Supervisor & Title:                                                                                                                                                                  | Telephone Number: |                              |              |
| <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary <input type="checkbox"/> Student Employment                                          |                   | Number of hours worked/week: |              |
| Specific Duties:                                                                                                                                                                                       |                   |                              |              |
| Reason for leaving:<br><input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Layoff <input type="checkbox"/> Termination – PLEASE EXPLAIN: _____ |                   |                              |              |

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**Part IV – EMPLOYMENT HISTORY (continued)**

|                                                                                                                                                                                                        |                   |                              |              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------|--------------|
| Position Held:                                                                                                                                                                                         | From: Mo/Yr       | To: Mo/Yr                    | Total: Yr/Mo |
| Employer:                                                                                                                                                                                              | Address:          |                              |              |
| Name of Immediate Supervisor & Title:                                                                                                                                                                  | Telephone Number: |                              |              |
| <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary <input type="checkbox"/> Student Employment                                          |                   | Number of hours worked/week: |              |
| Specific Duties:                                                                                                                                                                                       |                   |                              |              |
| Reason for leaving:<br><input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Layoff <input type="checkbox"/> Termination – PLEASE EXPLAIN: _____ |                   |                              |              |

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**Part V – ADDITIONAL RELEVANT JOB SKILLS**

List knowledge of office machines, software programs, equipment/machinery/tools or other skills or specialization:

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**Part VI – REFERENCES**

| <u>Name</u> | <u>Present Address</u> | <u>Telephone Number</u> |
|-------------|------------------------|-------------------------|
|             |                        |                         |
|             |                        |                         |
|             |                        |                         |

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**Part VII – CRIMINAL HISTORY**

HAVE YOU EVER BEEN CONVICTED OF A CRIME?\*   ☐ YES   ☐ NO

\*If yes, please explain in detail on a separate piece of paper and attach to this form. You may exclude convictions that have been expunged, or legally sealed; certain marijuana-related offenses more than two (2) years old; misdemeanor convictions for which probation was completed and the case dismissed; and minor traffic violations. If you are unsure of your disclosure obligation, the District suggests that you seek legal advice.

IMPORTANT: A conviction or the existence of a criminal record *may not* constitute an automatic bar to employment. The District will consider each case separately based on job requirements. However, failure to disclose constitutes grounds for dismissal.

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**READ BEFORE SIGNING:** I certify that information given herein is true and complete to the best of my knowledge and authorize investigation of all statements contained in this application for employment as the District may deem necessary in arriving at an employment decision. If selected as the top candidate, I hereby authorize current/former employers, references, or any person to furnish to the District their records of my service, reasons for leaving their employ, and all other information that may concern me whether or not on record. I release from any liability all persons and organizations furnishing such information requested by the District. My signature also authorizes the District to conduct a background investigation at its discretion. I am willing to take physical and other examinations when required. I understand that I will be subject to discharge if any statement in this application is found to be false or misleading.

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APPLICANT'S SIGNATURE

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DATE

*An Equal Employment Opportunity Employer*  
*An Equal Employment Opportunity Employer*

380 E. Ira Aten Rd.  
at Highway 111  
Imperial, California

**IMPERIAL COMMUNITY COLLEGE DISTRICT**

(760)355-6212  
P.O. Box 158  
Imperial, CA 92251

**Classified Employment Procedures**

The Imperial Community College District accepts applications for currently open positions only. Contact the Human Resources Office for further information about employment opportunities.

**Step #1: Application**

To be considered for employment with the Imperial Community College District, you must complete an employment application and the supplemental forms for this position and return them to the District Human Resources Office.

**Step #2: Preliminary Screening**

Practical Skills testing are required for certain positions.

Employment applications meeting minimum qualifications are reviewed by a screening committee. Applicants selected for interview will be notified by mail or telephone. Applicants *not selected* for an interview will be notified by mail.

**Step #3: Selection Interview**

The screening committee will evaluate applicants meeting minimum qualifications. The most qualified applicants for the position are selected for interview by a screening committee. A second interview may be required for the top candidates. The District reserves the right to re-open or extend recruitments at any time in order to enhance the overall depth of the qualifications of the applicant pool.

During the selection interview, consideration is given to various factors including, but not limited to, job-related education and experience, employment progression, ability to work with others, and work stability. Travel costs related to an interview are borne by the candidate.

**Step #4: Placement**

Once a candidate is offered the position, prior to employment, the candidate must:

1. Pass a medical examination based on the physical requirements of the job.
2. Pass a drug and alcohol screening test. (Not applicable to current District employees.)
3. Pass fingerprint clearance.
4. Provide proof of eligibility to work in the United States.

A, B, and C, above, will be at District expense.

Candidates who are not selected for the position will be notified by mail.

The District reserves the right to contact the current or most recent employer of any candidate and to investigate past employment records. The District does not return to the candidate materials submitted in application for a position. Applications are kept on file for a period of six (6) months.

The District reserves the right to re-advertise a position or to delay indefinitely the filling of a position.

As required by the Staff Diversity Plan of Imperial Community College District, the Human Resources Office is required to maintain a file which will yield the composition of application flow by minority group and sex. A form will be provided for this purpose. Completing and returning the form is done on a voluntary basis by the candidate. If returned, the form will be kept separate from the application and placed in an Applicant Flow File. This information will not be used as part of the screening process.

**SPECIAL ACCOMMODATIONS:** If you are in need of special services or facilities due to a disability in order to apply or interview for a position, please contact the Human Resources Office.

Imperial Community College District is an Equal Employment Opportunity and Title IX Employer.

Keep this cover page for your records.

**May 2007**

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
IMPERIAL VALLEY COLLEGE**

*Office of the Associate Dean of Human Resources*

**EMPLOYMENT BACKGROUND DISCLAIMER**

I, \_\_\_\_\_, authorize the Imperial Community College District to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation, or government agency to give Imperial Community College District any information they may have regarding me.

In consideration of the Imperial Community College District's review of this application, I release the Imperial Community College District from any liability as a result of furnishing and receiving this information.

**ATTEMPTS TO INFLUENCE DISTRICT TRUSTEES**

Any candidate who attempts to directly or indirectly contact members of the Board of Trustees and/or employees of the District with the intent of influencing their employment decision will be disqualified from candidacy for this position.

I have read and understand the provisions of the statements provided in the preceding paragraphs.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**IMPERIAL COMMUNITY COLLEGE DISTRICT**  
**Equal Opportunity Survey**

To comply with Federal, State, and District guidelines in equal employment, the Human Resources Office maintains an Equal Employment file, which yields the composition of the applicant pool (by number of minorities, women, veterans and persons with disabilities applying for employment), and recruitment sources. This form is distributed with each district application. Completing and returning the form is done on a voluntary basis. The "Equal Opportunity Survey" is confidential and will not be circulated through the selection process.

Name: \_\_\_\_\_

Position for which you are applying: \_\_\_\_\_

1. How did you learn of the vacancy? (Please check only one of the following)

- |                                                      |                                       |
|------------------------------------------------------|---------------------------------------|
| (a) _____ Walk-in/IVC Human Resources Office         | (e) _____ Current IVC employee        |
| (b) _____ Advertisement (Please specify : _____)     | (f) _____ IVC website                 |
| (c) _____ Special recruitment effort by the District | (g) _____ Friend, relative, associate |
| (d) _____ Government employment agency (EDD, etc.)   | (h) _____ Other: _____                |

2. Please check one block for each of the following questions:

Male: \_\_\_\_\_ Female: \_\_\_\_\_

- |                                      |               |
|--------------------------------------|---------------|
| 3. Are you over 40 years of age?     | Yes:___ No___ |
| 4. Are you a person with disability? | Yes:___ No___ |
| 5. Are you a Vietnam Veteran?        | Yes:___ No___ |
| 6. Ethnic Group Identity             |               |

- |                                              |                                                                                                                                                                                                 |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) _____ White                              | All persons having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian Subcontinent (Not of Hispanic Origin)                                         |
| (b) _____ Black                              | All persons having origins in any of the Black African groups (Not of Hispanic Origin)                                                                                                          |
| (c) _____ Hispanic                           | All persons of Chicano, Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race.                                                          |
| (d) _____ Asian/Pacific Islanders            | All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This includes, for example: China, Japan, Korea, and the Philippine Islands. |
| (e) _____ American Indian/<br>Alaskan-Native | All persons having origins in any of the original peoples of North America.                                                                                                                     |

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THANK YOU FOR YOUR COOPERATION IN FILLING OUT THIS FORM!**