



IMPERIAL VALLEY COLLEGE

P.O. Box 158, Imperial, California 92251
(760) 355-6211 Fax (760) 355-6212 Phone

PART – TIME FACULTY **APPLICATION PACKET**

Application for part – time teaching positions are available and accepted on a continuing basis. Applications received are kept on file for a period of three (3) years.

For more information regarding disciplines available, minimum qualifications, or application procedures, please contact *Martha Ulloa-Sanchez*, Human Resources Specialist, (760) 355-6210.

Application materials are available from the Imperial Valley College Human Resources Office, Building 2400, 380 E. Aten Road, Imperial, CA 92251, and from the college website at www.imperial.edu.

IMPERIAL VALLEY COLLEGE
OFFICE OF THE HUMAN RESOURCES DEPARTMENT
Adjunct Instructors

Dear Applicant:

Thank you for your interest in Imperial Valley College. The following checklist is provided for your assistance in ensuring your application packet is complete; incomplete applications cannot be forwarded to our screening committee. The following documents are required and ***must be complete for review***.

_____ Cover letter

_____ Resume

_____ Completed application

_____ Unofficial transcripts

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

_____ Credentials/Certificates

_____ (3) letters of recommendation

_____ **Verification of Occupational Experience** (Applicant who does not meet the Minimum qualifications specified in the position but who is requesting employment consideration based on an assertion of equivalence must complete this form).

Please verify that your application is complete by checking each applicable item. Please sign and date the checklist and return it with your application.

Signature: _____ Date: _____



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 FACULTY 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.

Part I - RECRUITMENT INFORMATION

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

FULL TIME _____ PART TIME _____ TEMPORARY _____ CREDIT _____ NON-CREDIT _____

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, associates |
| 3. _____ Advertisement (Please specify : _____) | 7. _____ Special recruitment effort by the District |
| 4. _____ Government employment agency (EDD, etc.) | 8. _____ Other: _____ |

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

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

Part III – EDUCATION

<u>SCHOOL NAME/LOCATION</u> _____	<u>DEGREE</u> (Please circle one)	<u>MAJOR/MINOR</u>
DOCTORATE _____	YES NO	_____
MASTER'S DEGREE _____	YES NO	_____
BACHELOR'S DEGREE _____	YES NO	_____
ASSOCIATE'S DEGREE _____	YES NO	_____
OTHER STUDY _____		

Number of semester units of upper division or graduate training beyond Master's Degree: _____

Number of semester units of upper division or graduate training beyond Bachelor's Degree: _____

(Attach unofficial transcripts and copies of diplomas. If employed on the basis of this application, official transcripts to verify educational preparation will be required.)

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

LIST ACTIVE CALIFORNIA CREDENTIALS

Part IV –EXPERIENCE (List most recent position first)

Position Held:	From: Mo/Yr	To: Mo/Yr	Total: Yr/Mo
Employer:	Address:		
Immediate Supervisor:	Telephone Number	<input type="checkbox"/> Full-time # of Units Taught: _____ <input type="checkbox"/> Part-time	
Specific Duties/Subjects Taught:			
Reason for leaving: <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:		
Immediate Supervisor:	Telephone Number	<input type="checkbox"/> Full-time # of Units Taught: _____ <input type="checkbox"/> Part-time	
Specific Duties/Subjects Taught:			
Reason for leaving: <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Layoff <input type="checkbox"/> Termination – PLEASE EXPLAIN: _____			

Part IV –EXPERIENCE (Continued)

Position Held:	From: Mo/Yr	To: Mo/Yr	Total: Yr/Mo
Employer:	Address:		
Immediate Supervisor:	Telephone Number	<input type="checkbox"/> Full-time # of Units Taught: _____ <input type="checkbox"/> Part-time	
Specific Duties/Subjects Taught:			
Reason for leaving: <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:		
Immediate Supervisor:	Telephone Number	<input type="checkbox"/> Full-time # of Units Taught: _____ <input type="checkbox"/> Part-time	
Specific Duties/Subjects Taught:			
Reason for leaving: <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Layoff <input type="checkbox"/> Termination – PLEASE EXPLAIN: _____			

Part V – REFERENCES

CONFIDENTIAL REFERENCES: (If your confidential references are on file with a placement service, please indicate the name and location of the service.)

OTHER REFERENCES: (i.e., Employers and persons who have first-hand knowledge of your training or experience not included in your confidential file. Do not list immediate supervisors.)

	NAME	OFFICIAL POSITION	PRESENT ADDRESS	TELEPHONE NO.
A.	_____	_____	_____	_____
B.	_____	_____	_____	_____
C.	_____	_____	_____	_____
D.	_____	_____	_____	_____

Part VI – CRIMINAL HISTORY RECORD:

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.

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW:

_____ I hereby certify that all statements made in this application are true, and I agree and understand that any misstatement of material facts herein will cause forfeiture on my part of any employment in the service of Imperial Community College District. I further agree to furnish such proof of identification and legal right to work in the United States as may be required. All statements made in this application may be verified, including checks of police records and former employees.

_____ I request, authorize and consent to the release of information to Imperial Community College District, regarding my previous employment and authorize all past employers or agents that they may designate, to respond to oral or written inquires from Imperial Community College District regarding my employment record. I agree to release and discharge Imperial Community College District and all past employers, and their respective officers, agents, and employees, from any and all claims, demands, damages, and all other liability arising out of, or as a result of, any oral or written inquiry or any information provided or released, as a result of any written or oral inquiry by Imperial Community College District.

_____ I agree and understand that if I attempt 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, that I will be disqualified from candidacy for this position.

APPLICANT'S SIGNATURE

DATE

Imperial Valley Community College District
SUPPLEMENTAL QUESTIONNAIRE FOR EQUIVALENCE

POSITION:

APPLICANT:

The information requested below is **required** of all candidates not holding the stated minimum qualifications who are seeking consideration on the basis of equivalence. Candidates making application under the equivalence basis shall submit this supplement as well as all other materials specified. References to resumes and material other than additional sheets required to complete this form will not be acceptable.

The Imperial Valley Community College District has defined equivalence to include:

1. Completion of coursework substantially the same as the degree(s) listed in the job announcement which would be equivalent to the minimum qualifications of a master's degree in disciplines requiring a master's degree or an AA or BA degree for disciplines not requiring a master's degree.
2. Demonstrated "eminence" or recognized achievement or excellence in the field or occupation that can be documented that would equal that achieved by coursework leading to a master's, bachelors or associates degree as appropriate to the job announcement.

If you are requesting equivalence for this announced position, you must provide conclusive evidence such as:

- 1. Transcripts showing appropriate courses or related degree successfully completed at an accredited college or appropriate foreign institution; and copies of course descriptions from the college catalog if the course names on transcripts are not clear; or**
- 2. Publications or work products that show a command of the subject in question that would equal the appropriate degrees listed in the minimum qualifications for the position in the job announcement. (Letters of Recommendation are not considered evidence.)**

Please send copies of transcripts, publications or work productions. The District cannot be responsible for materials submitted. All materials must be received by the closing date.

Please state below the basis of your request for equivalence consideration. Attach additional sheets or materials as specified above. State the basis of your request for equivalence clearly and completely. The committee bases its decision exclusively on information submitted on this form.

Signature of Applicant:

Date:

SUPPLEMENTAL COURSE LIST

POSITION:
APPLICANT:

In the table below list (most recent first) all **relevant** upper division and graduate course work in which you earned a "satisfactory" grade ("C" or better or equivalent). Complete all columns. Separate courses into three categories: **1) DISCIPLINE(S); 2) RELATED DISCIPLINE(S); 3) OTHER RELEVANT COURSE WORK.** (For example, an applicant for a Geology position would list in 1) all geology courses; list in 2) biology, chemistry, geography, mathematics, physics courses; list in 3) educational philosophy, psychology, methodology; testing courses; ethnic studies; foreign languages, etc.) In column 4, "LEVEL," use "G" for graduate work, and "U" for upper division work. In column 6, "SEM. UNITS," multiply all quarter units by two thirds (2/3) to convert to semester units. Begin each category in the space provided in the table and append additional sheet(s) if necessary.

CAT	COLLEGE (ABBR.)	DEPT & COURSE #	LEVEL G, U	COURSE TITLE	SEM. UNITS	GRADE
1) D I S C I P L I N E M A J O R						
2) R E L A T E D						
3) O T H E R						

IMPERIAL VALLEY COLLEGE

**VERIFICATION OF OCCUPATIONAL EXPERIENCE
IN SUPPORT OF AN APPLICATION FOR
DISCIPLINE AUTHORIZATION**

This form may be used in lieu of a letter which supplies similar information. Each statement should be signed by an employer or other responsible person having personal knowledge of your experience.

This letter verifies the occupational experience of

First Middle Last

Dates of his/her employment _____ **to** _____
Month Year Month Year

If employment was paid, please check here . **If not, please explain** _____

If employment was full-time, please check here . **If not, please explain** _____

Title of position _____

Employment responsibilities in this position, including specific tasks performed

Signed _____ **Date** _____

Your relationship to applicant during above employment _____

Name of Business _____

Address **City** **State** **Zip**

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 or African American | All persons having origins in any of the Black African groups (Not of Hispanic Origin) |
| (c) _____ Hispanic or Latino | All persons of Chicano, Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race. |
| (d) _____ Asian | All persons having origins in any of the original peoples of the Far East, and Southeast Asia. This includes, for example: China, Japan, and Korea. |
| (e) _____ Native Hawaiian or other Pacific Islander | All persons having origins in Hawaii and the Pacific Islands. This includes, for example: China, Japan, Korea, and the Philippine Islands. |
| (f) _____ American Indian/Alaskan-Native | All persons having origins in any of the original peoples of North America. |
| (g) _____ Two or more races | |

Signature: _____

Date: _____

THANK YOU FOR YOUR COOPERATION IN FILLING OUT THIS FORM!