

**IMPERIAL VALLEY COLLEGE
OFFICE OF HUMAN RESOURCES**

INSTRUCTIONS: The information you enter on this application will be used to determine your eligibility for employment with the Imperial Valley College. Be sure that you complete the application 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.

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

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 received by application deadline.**

_____ Completed Application signed by Applicant

_____ Résumé

_____ Unofficial transcripts

Note: Foreign transcripts and degrees must include an evaluation by a United States Clearing House

_____ Credentials/Certificates

_____ EEO Form (optional)

Please verify that your application is complete by checking each applicable item. Please sign and date the checklist and return it with your application. Thank you for your interest in Imperial Community College District/Imperial Valley College.

Signature: _____

Date: _____



IMPERIAL COMMUNITY COLLEGE DISTRICT

Serving Imperial County, California

380 East Aten Road
Attn: Human Resources Dept.
Imperial, CA 92251

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

Position Title

APPLICATION FOR EMPLOYMENT

Part I - APPLICANT INFORMATION

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Contact Telephone Number: _____ Email: _____
Area Code

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

Do you have any friends or relatives working for Imperial Valley College? _____ Yes _____ No
If yes, state name(s) and relationship:

Name/Relationship Name/Relationship

Discipline Interested in Teaching in:

Part II – EDUCATION

Name and location of institution, trade, technical, or business schools attended:	Indicate Degree or Certificate Granted	Major Subjects or Course of Study

(If selected for employment, official transcripts will be required.)

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

Part III –EXPERIENCE
(List most recent position first) Attach additional sheets as needed.

Position Held:	Start Date	End Date
Employer Name:	Supervisor Name:	
Address:	Telephone Number	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Specific Duties:		
Reason for leaving: <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Layoff <input type="checkbox"/> Termination – PLEASE EXPLAIN:		

Position Held:	Start Date	End Date
Employer Name:	Supervisor Name:	
Address:	Telephone Number	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Specific Duties:		
Reason for leaving: <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Layoff <input type="checkbox"/> Termination – PLEASE EXPLAIN:		

Part III –EXPERIENCE - CONTINUED

Position Held:		Start Date	End Date
Employer Name:		Supervisor Name:	
Address:		Telephone Number	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Specific Duties:			
Reason for leaving: <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Layoff <input type="checkbox"/> Termination – PLEASE EXPLAIN:			

Position Held:		Start Date	End Date
Employer Name:		Supervisor Name:	
Address:		Telephone Number	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Specific Duties:			
Reason for leaving: <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 – PROFESSIONAL REFERENCES

Please list three individuals who can be contacted for information regarding your professional accomplishments and your potential in the position. These individuals should have direct knowledge which has been gained through a professional relationship with you. The references will only be contacted if you accept a final interview appointment. Please note that the District reserves the right to visit the current or any past educational work site and to interview individuals beyond those supplied by you.

Name	Position/Title	Phone Number	Email Address

PART V – CRIMINAL HISTORY

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

*If yes, please explain below. 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.

APPLICANT'S SIGNATURE

DATE

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PART VI – CONSENT & DISCLAIMER

PLEASE READ BEFORE SIGNING:

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.

_____ 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 inquiries 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 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 COMMUNITY COLLEGE DISTRICT
Voluntary Equal Employment Opportunity Survey

To comply with Federal, State, and District guidelines in equal employment, the Human Resources Office maintains and 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 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: _____ |

Please check one block for each of the following questions:

- | | | |
|--------------------------------------|-------------|---------------|
| 2. What is your gender? | 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) _____ Two or more races | |
| (b) _____ 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) |
| (c) _____ Black or African American | All persons having origins in any of the Black African groups (Not of Hispanic Origin) |
| (d) _____ Hispanic or Latino | All persons of Chicano, Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race. |
| (e) _____ 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. |
| (f) _____ 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. |
| (g) _____ American Indian/ 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!