



**NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**

1830 W. Romneya Dr., Anaheim, CA 92801 g (714) 808-4500 g <http://www.nocccd.cc.ca.us>

For Office Use Only

Job # _____ Applicant ID _____
Entered _____ By _____
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CLASSIFIED MANAGEMENT EMPLOYMENT APPLICATION

Applications will not be accepted by FAX or by E-Mail

Last Name	First name	Middle	Phone ()
Address	City	State	Zip
Job #	Name of Job	Location	
How did you become aware of this position? (Please be specific)			

EXPERIENCE: LIST MOST RECENT EXPERIENCE FIRST. **THIS SECTION MUST BE COMPLETED IN FULL. YOU MAY ATTACH A RESUME LISTING ADDITIONAL INFORMATION.**

TYPE OF EMPLOYMENT? " FULL-TIME " PART-TIME

EMPLOYER	LIST OF DUTIES	POSITION INFORMATION
Name		Title
Address		Salary
City, State, Zip		DATES OF EMPLOYMENT
Phone		From:
Immediate Supervisor	REASON FOR LEAVING:	To:

TYPE OF EMPLOYMENT? " FULL-TIME " PART-TIME

EMPLOYER	LIST OF DUTIES	POSITION INFORMATION
Name		Title
Address		Salary
City, State, Zip		DATES OF EMPLOYMENT
Phone		From:
Immediate Supervisor	REASON FOR LEAVING:	To:

TYPE OF EMPLOYMENT? " FULL-TIME " PART-TIME

EMPLOYER	LIST OF DUTIES	POSITION INFORMATION	
Name		Title	
Address		Salary	
City, State, Zip		DATES OF EMPLOYMENT	
Phone		From:	
Immediate Supervisor		REASON FOR LEAVING:	To:

TYPE OF EMPLOYMENT? " FULL-TIME " PART-TIME

EMPLOYER	LIST OF DUTIES	POSITION INFORMATION	
Name		Title	
Address		Salary	
City, State, Zip		DATES OF EMPLOYMENT	
Phone		From:	
Immediate Supervisor		REASON FOR LEAVING:	To:

EDUCATIONAL BACKGROUND: LIST HIGH SCHOOL AND ALL ACCREDITED POST-SECONDARY EDUCATIONAL INSTITUTIONS ATTENDED

High School Attended:					Graduated: 9 Yes 9 No	GED:	
NAME OF ACCREDITED INSTITUTION	STATE	MAJOR	DATES OF ATTENDANCE		UNITS COMPLETED (semester or quarter units)	DEGREE	DATE GRANTED
			FROM:	TO:			

OTHER CERTIFICATES OR LICENSES:

OFFICE/COMPUTER SKILLS:

Present Typing Speed	WPM	COMPUTER SOFTWARE APPLICATIONS USED:			COMPUTER SYSTEM USED:
Present Shorthand Speed	WPM	<input type="checkbox"/> Word	<input type="checkbox"/> WordPerfect	<input type="checkbox"/> Presentations	<input type="checkbox"/> IBM
Shorthand System Used		<input type="checkbox"/> Excel	<input type="checkbox"/> Quattro Pro	<input type="checkbox"/> Desk Top Publishing	<input type="checkbox"/> Macintosh
		<input type="checkbox"/> Access	<input type="checkbox"/> Dos	<input type="checkbox"/> Other: _____	<input type="checkbox"/> PC
		<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Windows		<input type="checkbox"/> Network

LIST SPECIAL SKILLS AND/OR EXPERIENCE (INCLUDING OPERATION OF OFFICE MACHINES, ETC.)

	FOREIGN LANGUAGES:

PROFESSIONAL REFERENCES (In addition to current or former supervisors. Do not include relatives)

Name	Title	Phone
Address	City/State	Zip
Name	Title	Phone
Address	City/State	Zip
Name	Title	Phone
Address	City/State	Zip

GENERAL INFORMATION

Have you ever been employed by the North Orange County Community College District?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when?	
Can you, after employment, submit proof of your legal right to work in the U.S.?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, explain:	
Have you ever been arrested for any crime (other than a minor traffic violation) which resulted in a conviction or a plea of nolo contendere?	<input type="checkbox"/> Yes <input type="checkbox"/> No A conviction will not necessarily disqualify an applicant from employment.	If yes, describe the type of offense on an attached piece of paper.	
Do you have any relatives, by blood or law, who are currently employed by the North Orange County Community College District?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete the following section.		
Name	Relationship	Title	Work Site & Department

APPLICANT CERTIFICATION AND WAIVER

I certify under penalty of perjury under the laws of the State of California that all statements contained in my application for employment, and any other information or documentation submitted in conjunction with my application for employment is true and complete to the best of my knowledge. I understand that false or incomplete statements, or omissions of material facts in conjunction with this application for employment shall be cause for refusal of employment, or, if employed, cause for immediate dismissal.

I understand that, as part of my application for employment, a thorough and complete background investigation will be conducted regarding my character, general reputation, personal characteristics, employment, work habits and educational background.

I hereby authorize the North Orange County Community College District to investigate my employment and educational background and all of the statements contained in my employment application and materials submitted in conjunction with my application for employment. I further authorize my previous and current employers, as well as all educational institutions that I attended, personal references, and public or private agencies that have issued me either a professional or vocational license to release to the North Orange County Community College District, any and all records and other information maintained in their custody and control and which regard any and all aspects of my employment relationship, history and educational background with said employers, educational institutions, personal references and public or private agencies. I understand and acknowledge that this authorization will permit positive as well as negative information to be released to the North Orange County Community College District.

I hereby hold the North Orange County Community College District harmless for its investigation of my employability. I further release from all liability former and current employers, educational institutions, persons whose names I have listed as references and public or private agencies with respect to any damages which I might sustain as a result of their responses, whether oral or written, regarding my character, general reputation, personal characteristics, employment, work habits, licensure and educational background.

I understand that if employed by the District, my fingerprints will be taken for a criminal records check. I also understand that if employed, I will be required to submit verification of my identity and authorization to work in the United States, and that additional information about me will be required for statistical purposes.

Signature

Date

The North Orange County Community College District is in compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973 and the Drug-free Workplace Act of 1988. The District does not discriminate in matters of employment or admission to educational programs and activities because of race, color, national origin, marital status, sex, religion, age, or handicap.



APPLICANT IDENTIFICATION RECORD

We would appreciate your assistance in assessing the success of our recruitment practices and our equal opportunity employment.

The completion of this survey is voluntary. The information will not be filed with your application nor will it affect the selection or hiring process. Refusal to complete this survey will not adversely affect your job opportunities.

This information is gathered under the Equal Employment Opportunity Commission, Fair Employment Practices Commission, and Department of Rehabilitation guidelines.

Name: _____
Last First Initial

Social Security Number: _____

Mailing Address: _____
Street

Please check one: Male _____ Female _____

City State Zip

Birth date: _____

Position applied for: _____

Job #: _____

ETHNIC BACKGROUND

HOW DID YOU LEARN ABOUT THIS VACANCY?

Please check one:

_____ **American Indian or Alaskan Native**

G Walk-in

_____ **Asian or Pacific Islander**
Persons having origins in any of the original peoples of the Far East, Southern Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, Philippine Islands, Vietnam, Samoa, etc.

G Advertisement (what source?) _____

_____ **African American/Black/African Descent**

G Job Announcement (where posted?) _____

_____ **White** (not of Hispanic origin)

G Cable TV

_____ **Hispanic/Latino**
Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin.

G Internet (specify site) _____

_____ **Other:** _____

G Other _____

Do you consider yourself to be disabled? Yes _____ No _____