



## **CLASSIFIED EMPLOYMENT APPLICATION INSTRUCTIONS (SHORT-TERM, SUBSTITUTE AND TEMPORARY ONLY)**

The Board of Trustees and staff are pleased that you are interested in submitting an application for employment with the District. To assist you in completing the application process, the following instructions are provided.

### **PLEASE READ ALL INSTRUCTIONS BEFORE YOU COMPLETE THE APPLICATION**

1. All statements made in the application should be true and correct to the best of your knowledge. Any misstatement may be cause for rejection of your application or dismissal from employment, if hired.
2. Avoid any reference to race, sex, color, religion, age, national origin, disability, marital status, veteran status or sexual orientation.
3. Add supplemental sheets if more space is needed. Be certain to indicate on supplemental sheets the question to which the added information applies. Include your name on all supplemental sheets.
4. The application is used as part of the screening process and should represent your best effort. Incomplete applications may disqualify you.
5. Submit completed application form and all required materials to:

HUMAN RESOURCES DEPARTMENT  
Rancho Santiago Community College District  
2323 North Broadway  
Santa Ana, CA 92706  
FAX: (714) 796-3939

6. Offers of employment are subject to approval by the Board of Trustees. Fingerprinting and a criminal background check will be conducted upon employment. If you have any questions regarding applications, screening or selection processes, please contact Human Resources Department at (714) 480-7484.

The District will make reasonable accommodations for applicants with disabilities. Applicants should contact the Human Resources Department for assistance.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT is an equal employment opportunity employer and prohibits discrimination and harassment based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

### **THIS ORGANIZATION PARTICIPATES IN E-VERIFY**

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.



HUMAN RESOURCES DEPARTMENT  
2323 NORTH BROADWAY  
SANTA ANA, CA 92706  
(714) 480-7484

**CLASSIFIED EMPLOYMENT APPLICATION  
(SHORT-TERM, SUBSTITUTE AND TEMPORARY ONLY)**

**CONTACT INFORMATION (PLEASE PRINT OR TYPE CLEARLY)**

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

Address: \_\_\_\_\_  
Street Address Apt/Spc/Unit #

City State Zip Code

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**POSITION APPLIED FOR**

Job Title: \_\_\_\_\_ Location: \_\_\_\_\_

Department: \_\_\_\_\_

**NOTE:** The following positions are subject to a clerical skills evaluation: Account Clerk, Intermediate Account Clerk, Senior Account Clerk, Senior Account Clerk/Financial Aid, General Office Clerk, Intermediate Clerk, Senior Clerk, Administrative Clerk, Administrative Secretary, Executive Secretary, Executive Assistant, Curriculum Specialist, Human Resources Technician, Learning Resources Specialist, Library Technician II, Purchasing Assistant, Senior Purchasing Clerk, and Support Services Assistant. Please contact recruitment in Human Resources to schedule an appointment at (714) 480-7350 or (714) 480-7493.

**GENERAL INFORMATION**

Would you be willing to work part-time? ☐ Yes ☐ No When are you available to begin work (MM/DD/YY)? \_\_\_\_\_

Have you been or are you now employed by Rancho Santiago Community College District? ☐ Yes ☐ No

If previously employed, when? \_\_\_\_\_

Do you have family/relatives, by blood or law, who are currently employed at Rancho Santiago Community College District? ☐ Yes ☐ No

If yes, give name, relationship, title of position and work location (site/department):

\_\_\_\_\_

List all other names used for employment: \_\_\_\_\_ N/A

Are you a U.S. citizen, or can you provide evidence of your legal right to work in the U.S.? ☐ Yes ☐ No

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**WORK HISTORY**

List a minimum of ten (10) years. (Attach additional sheets if necessary)

Current Employer: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Job Title: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_

Assignment: ☐ Full-time ☐ Part-time ☐ Temporary Employed from (MM/YY) \_\_\_\_\_ to \_\_\_\_\_Duties: \_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Supervisor's Phone #: \_\_\_\_\_ May we contact this employer: ☐ Yes ☐ No

Reason for Leaving: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Job Title: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_

Assignment: ☐ Full-time ☐ Part-time ☐ Temporary Employed from (MM/YY) \_\_\_\_\_ to \_\_\_\_\_Duties: \_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Supervisor's Phone #: \_\_\_\_\_ May we contact this employer: ☐ Yes ☐ No

Reason for Leaving: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Job Title: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_

Assignment: ☐ Full-time ☐ Part-time ☐ Temporary Employed from (MM/YY) \_\_\_\_\_ to \_\_\_\_\_Duties: \_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Supervisor's Phone #: \_\_\_\_\_ May we contact this employer: ☐ Yes ☐ No

Reason for Leaving: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Job Title: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_

Assignment: ☐ Full-time ☐ Part-time ☐ Temporary Employed from (MM/YY) \_\_\_\_\_ to \_\_\_\_\_Duties: \_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Supervisor's Phone #: \_\_\_\_\_ May we contact this employer: ☐ Yes ☐ No

Reason for Leaving: \_\_\_\_\_

### EDUCATION/TRAINING

Name of last elementary or high school: \_\_\_\_\_ Last Year Completed: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Course of Study: \_\_\_\_\_ List Diploma, Degree or Certificate Received: \_\_\_\_\_

College: \_\_\_\_\_ Major: \_\_\_\_\_

Years Completed \_\_\_\_\_ Degree Received: \_\_\_\_\_

Other: \_\_\_\_\_

### FOREIGN LANGUAGES

*Describe your fluency in foreign languages. A response is required for those positions requiring bilingual capability. (See the Job Announcement for requirements, if any)*

Foreign Language: \_\_\_\_\_ Speak \_\_\_\_\_ Read \_\_\_\_\_ Write \_\_\_\_\_

### ADDITIONAL INFORMATION

List any other experiences and training which you feel qualify you for this position:

\_\_\_\_\_  
\_\_\_\_\_

List office machines or work equipment you can operate:

\_\_\_\_\_  
\_\_\_\_\_

How did you learn of this job opportunity? \_\_\_\_\_

If by an Employee Referral, who referred you? If not, enter N/A or not applicable. \_\_\_\_\_

### INFORMATION ACKNOWLEDGEMENT

**PLEASE READ BEFORE SIGNING.** I certify that the information contained in this application is correct to the best of my knowledge, and understand that deliberate falsification or any misstatements and omissions of material facts may be cause for refusal of employment; or, if employed, cause for dismissal.

I authorize previous employers to provide any and all pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to the District.

I understand that my fingerprints will be taken if I am employed, and that I will be subject to a fee for a criminal records check. Upon written request, I may be provided with the name and address of the company/agency which disclosed this information to the Rancho Santiago Community College District.

If employed, I understand that 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.

An applicant may be refused initial participation in an application and/or selection process and/or a candidate may be disqualified from further competition in the process, and/or be ineligible for rehire, even if offered, or released upon acceptance of job offer, for any of the following reasons:

- Dismissal from previous employment for cause which indicates poor performance in the type of work sought or if the cause would have subjected the applicant to dismissal by the District under these Rules.
- Previous dismissal or separation from the District due to cause or unsatisfactory service or a record of unsatisfactory service with the District.
- A record or unsatisfactory service within the District as evidenced by a disciplinary action, a work improvement notice, unsatisfactory job performance notice, written reprimand, evidence of progressive discipline, or a resignation in lieu of dismissal.

(Appeal to HR and Vice Chancellor's decision is final)

I acknowledge I have read this and understand.

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