



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

District Office
5020 Franklin Drive, Pleasanton, CA 94588
Phone: 925.485.5236; Fax: 925.485.5254
www.clpccd.org/hr

CHABOT COLLEGE
Hayward, California



LAS POSITAS COLLEGE
Livermore, California

ADMINISTRATOR/MANAGEMENT EMPLOYMENT APPLICATION

All applicants must read and follow the Employment Application Procedures and Notice

Title of Position for which you are applying:

Position Code:

Position Location (Please check one box only):

Chabot College Las Positas College District Office

* A separate application must be submitted for each position.

Last Name:	First Name:	Middle Name:	Primary Phone Number:	Secondary Phone Number:	Other Phone Number:
Home Address (# and Street):	Apt. #:	City:	State:	Zip:	Email Address:

EDUCATIONAL BACKGROUND

List High School, all colleges for undergraduate, graduate, and post doctoral work. Please list School Name & Address:	Degree Awarded YES/NO	Type of Degree	Major	Units Completed	
				Semester	Quarter

THE CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

Professional License/Certificate/ California Community College Credentials you now hold	Serial Number and Subject Area	Expiration Date

MANAGERIAL AND OTHER RELEVANT WORK EXPERIENCE –Upon employment, you will be required to provide an official letter of employment verification. Use additional sheets, if needed.

Employed MO/YEAR	Educational Institution Name & Address	Position Held (Indicate Full time or part-time status)	Final Salary	Reason for Leaving	Immediate Supervisor Name & Tel. #	Telephone Number
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PROFESSIONAL REFERENCES (EXCLUDE PERSONAL REFERENCES)

Name	Address	Telephone	Email	Position	Professional Relationship

To fully evaluate your qualifications, your references may be contacted. Permission is granted to contact my references/supervisors as noted below. (PLEASE CHECK ONE).

	At any time
	If I am a finalist only

PERSONAL QUALIFICATIONS STATEMENT– Please attach separate sheet (not to exceed one page) should you require additional space.

DIVERSITY STATEMENT: The successful applicant must demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with physical and/or learning disabilities. Please provide how you demonstrate this minimum qualification and in ways that are directly relevant to position for which you are applying. Please attach separate sheet (not to exceed one page) should you require additional space.

Have you ever been convicted of a crime other than a minor traffic offense? Yes No If Yes, under separate letter to this application, please list the nature of the crime(s), date(s), and any penalties imposed. (Conviction is not an automatic bar to employment. Each case is considered on its individual merits.)

Every candidate offered a position by the District will be fingerprinted pursuant to Education Code Section 88024. Employment is contingent upon the District's review of the results of the information received from the Department of Justice and Federal Bureau of Investigation.

Were you ever discharged or asked to resign from any previous position? Yes No, if Yes, please explain _____

I understand that any materials submitted during the application process is considered the property of Chabot Las Positas Community College District Applicants who wish to retain copies must make copies prior to submitting the materials. The District will not reproduce copies of this application to applicants once submitted.

I certify that all information on this application is accurate and true to the best of my knowledge. I understand and agree that any misstatements, omissions, or falsification of material fact herein will cause forfeiture of all rights, terms, conditions and privileges of employment with the Chabot-Las Positas Community College District.

Signature: _____ Date: _____

Please review your application thoroughly. An omission or unintentional misstatement may result in the disqualification of your application or employment. All information on the application must be complete.



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

VOLUNTARY APPLICANT SURVEY

Voluntary Applicant Survey: This survey will be separated from the employment application immediately upon receipt in the Office of Human Resource Services. The following information is helpful for the Chabot-Las Positas Community College District to evaluate its recruitment practices and to prepare reports requested by law for the state and federal government. The information will be considered confidential and will NOT be used to make a decision upon your employment, nor will it be seen by persons involved in the application process.

Name (First, MI, Last):	Position Applied For:	Date:
Address	Phone	Email

How did you find out about the position? (Please Check one to help us with our recruitment efforts.)

<input type="checkbox"/> ACCCA Job Trac	<input type="checkbox"/> Craigslist
<input type="checkbox"/> Affirmative Action Register	<input type="checkbox"/> Diverse Issues in Higher Education
<input type="checkbox"/> Asian Week	<input type="checkbox"/> HERC
<input type="checkbox"/> Asian Pacific Careers	<input type="checkbox"/> HigherEdJobs.com
<input type="checkbox"/> Black Careers Now	<input type="checkbox"/> Hotjobs.com
<input type="checkbox"/> Black EOE Journal	<input type="checkbox"/> Hispanic Outlook in Higher Education
<input type="checkbox"/> CCCC Registry	<input type="checkbox"/> Hispanic Hotline
<input type="checkbox"/> Chronicle of Higher Education	<input type="checkbox"/> Hispanic-Jobs.com:
<input type="checkbox"/> CLPCCD Website	<input type="checkbox"/> Newspaper – please list which one
<input type="checkbox"/> CLPCCD Hotline	<input type="checkbox"/> Women in Higher Education
<input type="checkbox"/> Community College Times	<input type="checkbox"/> Other- Please specify:

Gender:	_____ Female	_____ Male
Are you a Vietnam-Era Veteran?	_____ YES	_____ NO
Are you disabled?	_____ YES	_____ NO

An individual with a disability is a person who has (1) a physical or mental impairment that substantially limits one or more major life activities; or (2) a record of such impairment; or (3) is regarded as having such impairment.

RACE/ETHNIC CATEGORY (Please Check ONE of the following)

- WHITE:** (Not of Hispanic origin): All persons having origins in any of the original people of Europe, North Africa, or the Middle East.

- AFRICAN AMERICAN/BLACK:** (Not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

- AMERICAN INDIAN OR ALASKAN NATIVE:** All persons having origins in any of the cultural people of North America, and who maintain cultural identification through tribal affiliation or community recognition.

- ASIAN/PACIFIC ISLANDER:** All persons having origins in any of following (**Check One**):

<input type="checkbox"/> CHINA	<input type="checkbox"/> INDIA	<input type="checkbox"/> JAPAN	<input type="checkbox"/> CAMBODIA
<input type="checkbox"/> LAOS	<input type="checkbox"/> VIETNAM	<input type="checkbox"/> KOREA	<input type="checkbox"/> OTHER ASIAN COUNTRY _____
<input type="checkbox"/> PHILLIPINES	<input type="checkbox"/> HAWAII	<input type="checkbox"/> SAMOA	<input type="checkbox"/> GUAM
		<input type="checkbox"/> OTHER PACIFIC ISLAND _____	

- HISPANIC:** All persons of Mexican, Puerto Rican, Cuban or South American culture or origin, regardless of race.

- OTHER:** _____

- Decline to State**

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT APPLICATION PROCEDURES AND NOTICE

Thank you for your interest with the Chabot-Las Positas Community College District!

APPLICATION PROCEDURE:

Every applicant is required to complete an official application form and other documents specified in the job announcement for each vacant position and attest to its accuracy. Please provide complete responses on the application. Applications are not maintained for filing with future vacant positions. **While submission of a resume is encouraged, a resume submitted separately without an application will not be accepted.** It is the responsibility of the applicant to present materials together, as a whole packet, per the requirements noted in the job announcement. The official application must be filed in:

**Office of Human Resource Services
Chabot-Las Positas Community College District
5020 Franklin Drive, Pleasanton, California 94588
Phone: (925) 485-5236; Fax: (925)485-5254
www.clpccd.org/hr**

Application must be received no later than 5:00 p.m. on the application deadline date indicated on the job announcement. We accept faxed applications provided the original applications are received by the Office of Human Resource Services within three (3) working days. Please contact the Office of Human Resource Services should you have any questions.

SELECTION PROCEDURES

A selection committee will review and evaluate applications to determine if there is a qualified pool from which to select a limited number of candidates for interview. Meeting minimum qualifications for a position does not ensure the candidate an interview. Applicants must meet District requirements and minimum qualifications as indicated in the job announcement.

In the interview, consideration will be given to factors other than education and experience, including but not limited to, personal development, ability to work with others, initiative, and sensitivity to diversity. Chabot-Las Positas Community College District regrets that applicants cannot be reimbursed for expenses related to the application or interview process.

AN APPLICANT SHALL BE DISQUALIFIED FOR THE FOLLOWING:

- Has been convicted of any sex offense or controlled substance offense as required by the California Education Code;
- Has been determined to be a sexual psychopath under provisions of law in this or any other state;
- Or for any other reasons provided by law.

CONDITIONS OF EMPLOYMENT

Employees must satisfy all pre-employment requirements prior to starting work for the District which include, but are not limited to, the following items:

Tuberculosis Examination: Prior to employment, the successful candidate will be required to submit to an examination within the past sixty (60) days to determine that the candidate is free of active tuberculosis.

Fingerprinting Requirement:

As a condition of employment, employees working for community colleges in the State of California are required to be fingerprinted pursuant to Education Code Section 88024. Employment is contingent upon the District's review of the results of the information received from the Department of Justice and Federal Bureau of Investigation.

Immigration Requirement: According to the Immigration Reform and Control Act, the Chabot-Las Positas Community College District is required to verify that all new employees are:

- 1) A citizen or national of the United States;
- 2) An alien lawfully admitted for permanent residence in the United States; or
- 3) An alien authorized by the Immigration and Naturalization Services to work in the United States.

All new employees are required to complete and sign a verification form and provide documentation attesting that he/she is a United States citizen, national, or an alien lawfully authorized to work in the United States.

Social Security Number must be provided upon offer of position.

MAY BE REQUIRED

Medical Examination: Under state regulations or pursuant to District policy as a condition of employment, certain positions may require a medical examination prior to employment. Expenses incurred will be borne by the employee.

The Chabot-Las Positas Community College District reserves the right to close or not fill any advertised position.

***Any applicant that requires accommodation to access the application process, please contact
925.485.5236***