

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT APPLICATION PROCEDURES AND NOTICE FOR PART-TIME FACULTY EMPLOYMENT

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 with the hiring manager.**

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.

Office of Human Resources
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