

**APPLICATION FOR EMPLOYMENT
CLASSIFIED POSITIONS (NON-FACULTY)**

Last Name _____ First Name _____ MI _____

Title of position for which you are applying _____

IF YOU ARE APPLYING FOR MORE THAN ONE POSITION, MAKE A COPY OF YOUR COMPLETED APPLICATION FOR EACH POSITION. PLEASE CHANGE THE POSITION TITLE AS APPROPRIATE.

Thank you for your interest in applying for employment with Taft College.

IMPORTANT INFORMATION FOR APPLICANTS CONCERNING THE EMPLOYMENT PROCESS.

APPLICATION

Applications are accepted for positions currently open for recruitment. Before you apply, please review the qualifications of the position as listed on the job announcement. A separate application is required for each position for which you want to be considered. Electronic forms and legible photocopies of the application will be accepted. Positions are open until filled, however, in order to guarantee consideration, completed applications must be received in the Human Resources Dept. by the closing date and time shown on the job announcement. TC reserves the right to extend the closing deadline of any position.

A complete application packet includes: an accurate and complete District application form and any other supplemental information required. Resumes and cover letters may be required with some applications. An incomplete packet may delay or prevent your employment opportunities with Taft College (TC). A resume and cover letter are not accepted in lieu of a completed District application form. All applications must be complete without referencing other materials or sources. If more space is needed to give full answers or to list additional jobs, attach continuation sheets in the same format.

PROCESS

Completed applications are screened by a selection committee. Selected applicants are invited for interviews,

which may include a job related skills test. Reference and employment checks are also made. The length of time to complete the selection process varies for each position. Each unsuccessful interviewee will be notified either by email, phone or letter and all other unsuccessful applicants are notified by letter at the end of the selection process.

DISCLOSURE

The application form and all attached documents become official records of TC and cannot be returned. Please make a copy for your files before submitting. Applications for TC employment are subject to public disclosure laws and confidentiality of information contained therein cannot be assured.

You are not required to disclose information about physical or mental limitations you believe will not interfere with your capability to do the job. If you require a reasonable accommodation to complete the application form or to participate in any phase of the selection process, please make your request to the Human Resources Dept. at the above address and/or telephone number at least ten work days before the accommodation is needed.

GENERAL

All persons selected for appointment must comply with all laws pertaining to employment. The Immigration Reform & Control Act of 1986 requires that new employees provide documentation verifying that they are authorized to work in the United States. Employees must also sign the California Oath of Affirmation of Allegiance and submit fingerprints for Department of Justice clearance. West Kern Community College District policy prohibits employment of immediate family members where one is supervising the other as defined in BP 7310 – Nepotism.

Taft College encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, physical or mental disability, or sexual orientation in any of the District's policies, or procedures. The college encourages applications from all qualified applicants.

PLEASE PRINT OR TYPE ALL INFORMATION

Personal Information

LAST NAME: _____		FIRST NAME: _____	
Other Name Used:			
Address	City	State	Zip
Telephone: (Day)	(Evening)	E-mail Address:	
Position for which you are applying:			

High School	Diploma (if earned)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Address	City	State	Zip
Nature of courses taken	No. of years attended:		

College	Degree (if earned)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Address	City	State	Zip
Nature of courses taken	No. of units earned or Degree granted:		

College	Degree (if earned)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Address	City	State	Zip
Nature of courses taken	No. of units earned or Degree Granted:		

Business, Technical, Armed Services, Schools, etc.	Degree (if earned)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Address	City	State	Zip
Nature of courses taken	No. of units earned		

Additional Skills, Licenses or Certificates:

List any job-related skills, special skills, computer skills, languages spoken fluently, licenses or certificates earned.

Employment History

PROVIDE A COMPLETE EMPLOYMENT HISTORY EVEN IF YOU ATTACH A RESUME. Include all of your employment history, listing most recent employment first. If you had more than one position with the same employer, list each position separately. If more space is needed, use the same format (copy on another piece of paper, or a continuation sheet in the same format).

Position:	Employer:		
Name of Supervisor:	Title of Supervisor:		
Address	City	State	Zip
Telephone	Dates: From	to	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Duties:			
Reason for leaving:			

Position:	Employer:		
Name of Supervisor:	Title of Supervisor:		
Address	City	State	Zip
Telephone	Dates: From	to	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Duties:			
Reason for leaving:			

Position:	Employer:		
Name of Supervisor:	Title of Supervisor:		
Address	City	State	Zip
Telephone	Dates: From	to	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Duties:			
Reason for leaving:			

ABOUT REFERENCES: During the selection process, we may conduct reference checks with employers, supervisors and other people whose names appear on this application. If you do not want a certain person **contacted initially**, indicate who and why:

Note: Final selection consideration may be contingent upon comprehensive employment and reference checks, including those person(s) you did not want to be contacted initially.

REFERENCES

PLEASE LIST CURRENT REFERENCES FAMILIAR WITH YOUR WORK-RELATED ABILITY & BACKGROUND. DO NOT USE RELATIVES OR FRIENDS.

Name Address Telephone	Name of Company City	State	Zip
---	---------------------------------------	--------------	------------

Position Held By You:

Relationship:

Name Address Telephone	Name of Company City	State	Zip
---	---------------------------------------	--------------	------------

Position Held By You:

Relationship:

Name Address Telephone	Name of Company City	State	Zip
---	---------------------------------------	--------------	------------

Position Held By You:

Relationship:

General Information

- **Are you able, upon employment, to submit verification that you are eligible to work in the United States?**
 Yes No

- **Have you ever been dismissed from employment or resigned in lieu of being dismissed for inefficiency, delinquency or misconduct? If “yes” explain below.* A “yes” answer will not automatically preclude you from employment consideration.**
 Yes No

- **Taft College is hereby authorized to contact my present employer?** Yes No

- **Have you ever been or are you currently employed by Taft College?** Yes No

- **Does TC employ a relative of yours? If “yes,” give name and relationship below.*** Yes No

***Additional comments/explanations:**

Certification and Agreement of Applicant

I certify that the information I have provided in applying for this job is true and complete to the best of my knowledge and belief. I give West Kern Community College District and its authorized agents permission to verify and/or disclose any information given in connection with this application for personnel/employment purposes. I acknowledge that any misstatements or omissions in these application materials may be cause for elimination from further consideration or dismissal if hired. I hereby authorize any and all persons and agencies to furnish to West Kern Community College District any information, including documents in my personnel file, which may be necessary to verify this application and any other materials submitted and hereby waive any rights of privacy to the information or documents which I may have under any federal, state or local law, ordinance or rule. I also understand that an incomplete application may delay or prevent employment opportunities with TC. I hereby release Taft College, as well as those contacted by the college, from any liability or damage which may result from furnishing or using the information requested.

Applicant Signature

Date

If you email us your completed application and you are selected to come in for an interview, you will be asked to sign your application at that time.

- **Have you ever been convicted of, pled guilty to or pled no contest to any crime (felony, misdemeanor or other)?**

Convictions which have been expunged, eradicated or sealed need not be revealed.

Yes **No**

If “yes” explain any/all such incidents below in the *Remarks/Explanations area.

Conviction is not an automatic bar to employment unless the conviction is for a crime that would prohibit your employment under provisions of the Education Code.

- **Note: Upon the offer of employment, a criminal history background screening will be performed required by law.**

***REMARKS/EXPLANATIONS:**

Applicant Signature

Date

If you email us your completed application and you are selected to come in for an interview, you will be asked to sign this section of your application at that time.

Taft Community College
PLEASE FILL OUT THIS FORM

Invitation to Self Identify: Applicant Survey
INFORMATION FOR STATISTICAL USE ONLY

Taft College is an Equal Opportunity employer and educational institution. The information requested on this form is needed to measure the effectiveness of our recruitment efforts and is in compliance with federal government regulations which require all federal contractors to compile statistical information about applicants for employment. You are not required to furnish this information, but are encouraged to do so. This information will remain confidential and separate from your application. You will receive the same consideration for employment whether or not you complete this form.

Date: _____

Title of position for which you are applying: _____

Last Name: _____ First Name: _____

Sex: Male Female

AGE 40 & OVER

Disabled Status

Veteran

ETHNIC CATEGORY (Check one only)

American/Alaskan Native

Hispanic / Latino

Black / African American

White (non Hispanic)

Asian/Pacific Islander (please see below)

Specify:

Chinese

Japanese

Filipino

Korean

Vietnamese

Asian Indian

Hawaiian

Guamanian

Samoan

Laotian

Cambodian

HOW DID YOU FIRST LEARN ABOUT JOB OPENING? (Check one only)

NEWSPAPER

Bakersfield Californian

Taft Driller

Taft Independent

Other newspaper

Specify _____

TC ANNOUNCEMENT

TC Internal email announcement

TC Human Resource job bulletin board

TC Website employment listing

TC Employee

Call / Email Inquiry to TC HR Department

COMMUNITY JOB SOURCES

Employment Agency

Government Agency

Placement Office (please specify)

E.D.D. Office

Friend / Family Not employed by TC

Professional Organization (please specify)

Other

WEBSITES / INTERNET

Website: CCCregistry.org

Website: CommunityCollegeJobs.com

Website: EDJOIN.org

Website: Craigslist.com

Website: _____

None of the above