



APPLICATION FOR ACADEMIC EMPLOYMENT
Pasadena Area Community College District
 Office of Human Resources—C204
 1570 East Colorado Blvd., Pasadena, CA 91106-2003
 Telephone: 626.585.7388
<http://www.paccd.cc.ca.us>

Position No.

Position Title

Name Last First M.I. Home Phone Area Code
 Address Number Street Work Phone Area Code
 City State Zip Code E-mail

Please complete all sections of the application. Although resumes will be accepted and evaluated, this application form should be completed *totally* if the application is to be considered valid. Print "NA" on any section that is not applicable.

Educational Background: List all accredited postsecondary institutions attended.

Name of Accredited Institution and Location (Undergraduate)	Major(s)	Minor(s)	Semester Units Completed	Completed Degree	Degree in Progress (indicate degree and date anticipated)
(Graduate)					

Enter the total upper division/graduate semester units earned after the first bachelor's degree.

If name used on transcripts or former employment is other than indicated, please state.

List membership in professional organizations or community service experiences related to this position. You may omit those which disclose your race, religion, creed, color, national origin, ancestry, sex, age, or disability status.

List California credential(s) you hold at the community college level:

Employment History

Include all of your employment experience (academic or nonacademic), listing the most recent position first. Provide your complete employment history even if you attach a resume. If you had more than one position with the same employer, list each position separately. If more space is needed, use the same format on another piece of paper. Please explain gaps of more than six months in employment on a separate piece of paper.

Position _____ Employer _____

Address _____

City _____ State _____ Zip Code _____

Supervisor _____ Title _____

Telephone No. _____ Dates: from _____ to _____ Full-time % of Full-time

Area Code _____

Responsibilities _____

Reason for leaving _____

Position _____ Employer _____

Address _____

City _____ State _____ Zip Code _____

Supervisor _____ Title _____

Telephone No. _____ Dates: from _____ to _____ Full-time % of Full-time

Area Code _____

Responsibilities _____

Reason for leaving _____

Position _____ Employer _____

Address _____

City _____ State _____ Zip Code _____

Supervisor _____ Title _____

Telephone No. _____ Dates: from _____ to _____ Full-time % of Full-time

Area Code _____

Responsibilities _____

Reason for leaving _____

Position _____ Employer _____

Address _____

City _____ State _____ Zip Code _____

Supervisor _____ Title _____

Telephone No. _____ Dates: from _____ to _____ Full-time % of Full-time

Area Code _____

Responsibilities _____

Reason for leaving _____

Other Professional Activities
(such as travel, publications, organizations, lectures)

Date	Nature of Experience

Fluency In Languages Other Than English

Language	Read	Write	Speak	Language	Read	Write	Speak	Language	Read	Write	Speak

References

Please list current references who are familiar with your work-related ability and background. Do not use relatives.

Name _____ Position _____

Address _____ Telephone No. _____

Number _____ Street _____ Area Code _____

City _____ State _____ Zip Code _____

Name _____ Position _____

Address _____ Telephone No. _____

Number _____ Street _____ Area Code _____

City _____ State _____ Zip Code _____

Name _____ Position _____

Address _____ Telephone No. _____

Number _____ Street _____ Area Code _____

City _____ State _____ Zip Code _____

General Information

Have you ever been or are you currently employed by Pasadena Area Community College District? Yes No

If hired, can you provide verification of your eligibility 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? Explain "yes" answer below. A "yes" will not automatically preclude you from employment consideration. Yes No

Remarks/Explanation:

Request for Equivalency

If you possess a master's degree in the subject field for this position, please do not complete this portion of the form.

If you do not possess the stated minimum qualifications listed for this position, please provide the information necessary to make a determination that you have qualifications that are equivalent to the minimum qualifications as stated in the job announcement. Please indicate under which category of equivalency you are applying and specify how your qualifications are equivalent to the minimum qualifications. (Additional pages may be attached.)

- Equivalent units without degree:
- Degree name different but equivalent to listed degree:
- Eminence in the field:
- Equivalent experience:
- Other (books, publications, awards, eminence, etc.)

Application Certification

If you have ever been convicted, including Nolo Contendere pleas, of a crime (other than minor traffic violations), you must report the conviction prior to the closing date on [Form 10](#), available in the Human Resources office. A conviction record does not necessarily exclude you from employment with this District. However, failure to report convictions prior to the closing date for the position can lead to dismissal from the position if you are the successful applicant.

I understand that any assignment may be during the District hours of 7 a.m. to 10 p.m. and that a regular full-time assignment is 40 hours per week. Part-time assignments are prorated.

This application and all supporting documents become the property of Pasadena Area Community College District and will not be released or returned.

NOTE: A physical examination at the individual's expense is required with results recorded on a form provided by the District for monthly assignments.

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 Pasadena Area 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 misstatement or omission in the 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 Pasadena Area 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 packet may delay or prevent opportunities with the Pasadena Area Community College District.

Applicant's Signature _____ Date _____