

Application for Classified Position

Position desired _____ Date _____

Name (Mr./Ms.) _____

LAST
FIRST
MIDDLE

Address _____ Home Phone _____

City _____ State _____ Zip _____ Daytime Phone _____

EDUCATION: _____ Email Address: _____

Highest grade completed _____ High School _____ Location _____			
College/Universities Attended	Major	Minor	Degree
Other schooling, courses, certificates, or special qualifications:			
Do you possess an appropriate driver's license valid in the State of California? <input type="checkbox"/> Yes <input type="checkbox"/> No			

EXPERIENCE: Attach resume, but do not SUBSTITUTE a resume for this information. List present employer first. Account for all time during the past five years and for any employment pertinent to the qualifications of this position. Attach a separate sheet if needed. Complete all information requested.

Dates Of Employment From Mo/Yr	To Mo/Yr	Status		Job Title:
		FT	PT	Duties:
Company Name, Address, Telephone Number:				
Supervisor's Name and Title				
Reason for Leaving :				
Dates Of Employment From Mo/Yr	To Mo/Yr	Status		Job Title:
		FT	PT	Duties:
Company Name, Address, Telephone Number:				
Supervisor's Name and Title				
Reason for Leaving :				
Dates Of Employment From Mo/Yr	To Mo/Yr	Status		Job Title:
		FT	PT	Duties:
Company Name, Address, Telephone Number:				
Supervisor's Name and Title				
Reason for Leaving :				

EXPERIENCE (Continued)

Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Job Title:
				Duties:
Company Name, Address, Telephone Number:				Reason for Leaving :
Supervisor's Name and Title				
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Job Title:
				Duties:
Company Name, Address, Telephone Number:				Reason for Leaving :
Supervisor's Name and Title				

I certify that the statements in this application are true and I understand that any misrepresentation or omission of material facts in this application may be cause for dismissal.

Signature _____ Date _____

REFERENCES: AUTHORIZATION OF RELEASE OF INFORMATION

If I am selected as a finalist for this position, I authorize representatives of the Office of Human Resources at Napa Valley College to obtain any information relating to employment with all my former and present employers listed on this application. This information may include, but is not limited to evaluation, attendance, or disciplinary information. It is not to include medical information.

I release any individual, including records custodians, from all liability for damages that may result to me on account of compliance or any attempts to comply with this authorization.

Signature _____

Date _____

Napa Valley College is an Equal Opportunity Employer

Napa Valley College maintains a drug-free workplace and requires that employees abide by that policy.

PLEASE ANSWER THE FOLLOWING GENERAL QUESTIONS:

1. Are you related to anyone in our employ? YES NO

If YES, Name/Relationship: _____

2. Have you ever been a member of California Public Employees Retirement System? YES NO

If YES, indicate agency and dates of employment _____

3. Can you, after employment, submit verification of your legal right to work in the United States? YES NO

4. Have you ever been convicted of a crime? Exclude convictions that have been sealed, expunged or legally eradicated:

YES NO

If YES, briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. Napa Valley College may not deny employment to any applicant solely because the person has been convicted of a crime. Napa Valley College, however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.

I certify that the statements in this application are true and I understand that any misrepresentation or omission of material facts in this application may be cause for dismissal.

Signature _____

Date _____

Napa Valley College is an Equal Opportunity Employer

Napa Valley College maintains a drug-free workplace and requires that employees abide by that policy.

EMPLOYMENT POLICY STATEMENT

Napa Valley Community College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, gender, sexual orientation, or age, and is subject to Title IX of the education amendments of 1972, Title VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. Questions concerning these policies should be addressed to the Dean, Human Resources, Napa Valley Community College District, 2277 Napa-Vallejo Highway, Napa, California 94558.

EQUAL EMPLOYMENT OPPORTUNITY SURVEY

The following information is necessary so the Napa Valley Community College District can evaluate its hiring practices and prepare reports for the state and federal governments, as required. The information is confidential. Your cooperation in providing the information on a voluntary basis will be appreciated.

Position applying for: _____ Date: _____

Please check the boxes which best describe you. Please refer to reverse side for ethnic group definitions.

Male Female Age 56 or over?

RACE/ETHNICITY: (you may choose more than one; if multiple responses, please indicate your primary race/ethnicity.) (See reverse side for definitions.) Please answer both question #1 about Hispanic origin and #2 about race.

1. Are you Hispanic or Latino? Yes No

2. Race

White

Black or African American

American Indian / Alaskan Native

Mexican, Mexican-American, Chicano

Central American

South American

Hispanic Other

Filipino

Chinese

Japanese

Korean

Laotian

Cambodian

Vietnamese

Asian Indian

Asian Other

Guamanian

Hawaiian

Samoan

Pacific Islander Other

DISABILITIES:

Do you have a verified disability? (*see reverse for definition*) Yes No

If yes, does it substantially restrict one or more major life activities (major life activities include caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and holding gainful employment.)? Yes No

Reasonable accommodation is available to persons with disabilities to facilitate access to the employment process. Arrangements may be made by contacting the Office of Human Resources at (707) 253-3366 (voice) or (707) 253-3085 (TDD).

How did you first learn of this vacancy? Job Fair NVC Job Line NVC Bulletin Board or

Newspaper Advertisement:

Napa Valley Register Fairfield Daily Republic Vallejo Times Herald Hispanic Hotline

Black Careers Now Asian Pacific Careers Chronicle of Higher Ed Press Democrat SF Chronicle

Other newspaper _____.

Website:

Chronicle of Higher Ed CCC Registry NVC website HotJobs.com

Other website: _____.

Other (please specify): _____.

ETHNIC GROUP DEFINITIONS

American Indian or Alaska Native

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

Asian

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, The Philippine Islands, Thailand, and Vietnam.

Black or African American

A person having origins in any of the Black racial groups of Africa.

Hispanic/Latino

All persons of Chicano, Mexican, Puerto Rican, Cuban, Central or South American origin, or other Spanish cultures or origins, regardless of race.

Native Hawaiian or Other Pacific Islander

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

DEFINITION OF PERSON WITH A DISABILITY

One who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of impairment, or (3) is regarded as having such impairment. (Title V, 53001j)