

Application for Employment - College of the Redwoods, Human Resources Office

7351 Tompkins Hill Rd., Eureka, CA 95501-9300; (707) 476-4140; Job Line (707) 476-4140; FAX (707) 476-4421

Date _____

1. Name _____
Last First Middle

Home Phone _____

2. Address _____
Street and P.O. Box City State ZIP Code

Work Phone _____

3. Title of position for which this application is made _____

Message Phone _____

4. Check appropriate Full Time Part time Permanent Temporary

Social Security # - -

5. Are you related to any employee on campus? Yes No

Name _____ Relationship _____ Department _____

6. Have you ever been convicted of a crime other than minor traffic offenses? Yes No

7. Are you able to perform all of the functions of the job for which you are applying? Yes No

If you are selected for employment, and if you have been convicted for an offense other than traffic violations, you must make an appointment with the Sr. Director, Human Resources, to discuss the circumstances. Failure to do so may be cause for dismissal. A conviction record does not necessarily exclude you from employment with this District.

8. Summary of education:

Circle highest grade completed: Elementary: 6 7 8 High School: 1 2 3 4 College or University: 1 2 3 4 Graduate: 1 2 3 4

Please complete the information below:

| School or Institution | Name and Location | No. Years Completed | Did you graduate? | Course of Study | Degree Certificate |
|------------------------------------|-------------------|---------------------|--|-----------------|--------------------|
| High School | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Junior College (if applicable) | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Other College or University | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Graduate School | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Business, Trade or Service Schools | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

9. Have you had any specialized training, special skills or hold any certificates or licenses that would be relevant to the job for which you are applying? Yes No If yes, please estimate number of hours and describe training _____

10. Office skills: estimated keyboarding WPM Computer Software programs you have used _____

Estimated dictation WPM Office machines you have operated _____

HR OFFICE USE ONLY Rev. 9/98

Tested Keyboarding WPM

Spelling Pass/Fail

Tested Dictation WPM

■ **NOTE:** We may contact any previous supervisor to verify your descriptions of past duties.

11. Previous Employment (List most recent job first. Please include Military Service.)

| | | | |
|---|--------------------------------------|---|--------------------------|
| Employer _____ Department _____ _____ Street City _____ Telephone Supervisor | Job Title _____ Job Duties: _____ | Employed FROM: _____ TO: _____ Full-time _____ Part-time _____ (hours/week) | Reason for Leaving _____ |
| Employer _____ Department _____ _____ Street City _____ Telephone Supervisor | Job Title _____ Job Duties: _____ | Employed FROM: _____ TO: _____ Full-time _____ Part-time _____ (hours/week) | Reason for Leaving _____ |
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If currently employed, may we contact your present employer? Yes No

I agree to conform to District regulations concerning Tuberculin clearance, fingerprinting, signing Loyalty Oath and Drug-Free work place policy, and a pre-employment physical.

■ **NOTE:** The Immigration Reform Act of 1986 requires verification of the right to work in the United States as a condition of hire.

I declare that the information in this application is true and complete to the best of my knowledge and I authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application. I understand that I will be subject to dismissal if any statement in this application is found to be untrue.

Signature

Date

COLLEGE OF THE REDWOODS

Department of Human Resources
7351 Tompkins Hill Road
Eureka, CA 95501-9300

CONFIDENTIAL AFFIRMATIVE ACTION PROGRAM INFORMATION

The following information is necessary for the Redwoods Community College District to evaluate its recruitment and hiring practices and to prepare reports required by state and federal agencies. The information you provide is **strictly confidential** and will not be used in any way to affect your employment status with the District. Your cooperation in voluntarily providing this information is greatly appreciated.

Name: _____ Gender: Female Male

Date: _____

Position applied for: _____ Vietnam-Era Veteran: Yes No

| | |
|---|---|
| <p>Ethnicity: (check only one)</p> <p><input type="checkbox"/> American Indian/Alaskan Native (Indian Peoples of North America) Specify tribal affiliation: _____</p> <p><input type="checkbox"/> Asian</p> <ul style="list-style-type: none"><input type="checkbox"/> AC Chinese<input type="checkbox"/> AI East Indian<input type="checkbox"/> AJ Japanese<input type="checkbox"/> AK Korean<input type="checkbox"/> AL Laotian<input type="checkbox"/> AM Cambodian<input type="checkbox"/> AV Vietnamese <p><input type="checkbox"/> B Black (Afro-American)</p> <p><input type="checkbox"/> F Filipino</p> <p><input type="checkbox"/> H Hispanic</p> <ul style="list-style-type: none"><input type="checkbox"/> HM Mexican, Mexican-American<input type="checkbox"/> HC Central American<input type="checkbox"/> HS South American <p><input type="checkbox"/> Pacific Isander</p> <ul style="list-style-type: none"><input type="checkbox"/> PG Guamanian<input type="checkbox"/> PH Hawaiian<input type="checkbox"/> PS Samoan <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> X Unknown</p> <p><input type="checkbox"/> XD Decline to state</p> | <p>Disability/Limitation which (1) substantially restricts one or more major life activities, and (2) is regarded by others as having such impairment.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p>How did you learn about this position?</p> <p><input type="checkbox"/> Advertisement (specify) _____</p> <p><input type="checkbox"/> Chancellor's Office Registry _____</p> <p><input type="checkbox"/> Community Agency (specify) _____</p> <p><input type="checkbox"/> Friend or colleague _____</p> <p><input type="checkbox"/> Job Line _____</p> <p><input type="checkbox"/> Job fair (location) _____</p> <p><input type="checkbox"/> Professional organization (specify) _____</p> <p>_____</p> <p><input type="checkbox"/> CR brochure _____</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>_____</p> |
|---|---|

Non-Discrimination/Equal Opportunity

College of the Redwoods is committed to Affirmative Action and Equal Opportunity in its employment and encourages application from under-represented group members (women, ethnic, minorities, persons with disabilities and Vietnam-era veterans). Affirmative Action Officer: 707/476-4144