



Application for Classified Employment

PERSONNEL SERVICES

GAVILAN COLLEGE

5055 Santa Teresa Blvd. • Gilroy, California 95020

Telephone (408) 848-4755

If you have a verifiable disability, and require accommodation to complete this application, contact Personnel Services Office.

Type or
Print your
name here

Type or print all information in *black ink*

- Please complete all sections of the application. Although resumes will be accepted for employment opportunities, this application form must be completed for further consideration in the recruitment and selection process. Please print "N/A" on any section that is not applicable.
- Submit a new application for each job.
- It is your responsibility to update address and other pertinent information.

Name (as it appears on your Social Security Card)		Social Security No. (for internal tracking only)
Address		Home Phone with Area Code
City / State	Zip Code	Business Phone with Area Code

- Are you an active or retired member of PERS or STRS? Yes No
- Are you a current or former employee of Gavilan College? Yes No
- Gavilan College nepotism policy precludes direct supervision by an employee's family member or by a family member's supervisor. To your knowledge, would such a supervisory relationship exist if you were appointed to this position? Yes No

AVAILABILITY FOR EMPLOYMENT Date _____

Permanent _____ Full-Time _____ Part-Time _____ Temporary _____

- OFFICE USE ONLY -

<p>ELIGIBILITY REVIEW</p> <p><input type="checkbox"/> QUALIFIED <input type="checkbox"/> DISQUALIFIED <input type="checkbox"/> PENDING</p> <hr/> <p>REASON INELIGIBLE</p> <p><input type="checkbox"/> LATE FILING <input type="checkbox"/> EDUCATION <input type="checkbox"/> EXPERIENCE <input type="checkbox"/> INCOMPLETE</p> <p><input type="checkbox"/> OTHER _____</p> <p>Initials: _____ Date: _____</p>	<p>CLEARANCE REVIEW</p> <p>Conviction <input type="checkbox"/> _____</p> <p>Discharge <input type="checkbox"/> _____</p> <p>Reference <input type="checkbox"/> _____</p>
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Gavilan College is an equal opportunity/affirmative action/Title IX/Employer of Disabled, committed to hiring a diverse staff. All qualified individuals regardless of race, color, religion, sex, national origin, age, disability, military status, sexual orientation, or marital status are encouraged to apply.

PLEASE COMPLETE ONE APPLICATION FOR EACH POSITION APPLIED FOR (Copies are Accepted)

LAST FIRST M.I. POSITION APPLYING FOR DATE

EDUCATION

Circle Highest Grade Completed 8 9 10 11 12 13 14 15 16 16+					
	School	Location	Units Completed	Major and Degree	Graduation Date
High School					
College					
College/Other					

Additional Information (List specific courses which relate to position applied for.)

Course Title	Units	Date Completed

Licenses, Certificates, Special Skills (List if required on job announcement.)

Driver's License No. _____ Class _____ Expires on _____ State _____

Other:

Language Skills Do you speak, read, or write a language other than English? Yes No

LANGUAGE	SPEAK	READ	WRITE	LANGUAGE	SPEAK	READ	WRITE

Clerical Skills Word processing/Typing _____ w.p.m. Steno _____ w.p.m.

Please list any office equipment:

Computer Skills

References (Names and addresses of persons who are familiar with your previous employment experience whom we may contact):

Name	Title	Relationship
Company Name	Address	Telephone (H) (W)
Name	Title	Relationship
Company Name	Address	Telephone (H) (W)
Name	Title	Relationship
Company Name	Address	Telephone (H) (W)

Experience, Continued

Job Title		Employer	Supervisor's Name	
Address		Type of Business	Salary Beginning:	Ending:
City & State	Phone	Dates (Month and Year) From: _____ To: _____	Total Time	Hours Per Week
Reason for leaving:				
Please describe duties and responsibilities:				

Periods of Unemployment

From:	To:	Reason:
From:	To:	Reason:

PERSONAL DATA

Have you ever been convicted of any offense by any civilian or military court? A plea of nolo contendere is considered a conviction. Yes No

If yes, please note in the remarks section below the date and place of each offense, the specific charge, the date and place of conviction, and the fine or sentence received (or you may list all offenses on a separate sheet of paper showing the locations, nature and disposition of each offense, and then sign, date and staple the sheet to this application). The following need not be reported: (1) minor traffic violations for which the fine was \$100.00 or less; (2) any offense which was finally settled in a juvenile court or under a welfare youth offender law; (3) any incident that has been sealed under Welfare and Institutions Code Section 781 or Penal Code Section 1203.45; (4) any conviction specified in Health and Safety code Section 11361.5 (some marijuana offenses).

Please be advised that being convicted of any criminal offense, felony, misdemeanor, or citation does not necessarily disqualify you for employment eligibility. All employment selections shall be based upon related job qualifications. Please contact the Personnel Services Officer or Affirmative Action Officer at (408) 847-1400 should you have any questions or concerns.

Remarks: _____

Have you ever been discharged or asked by an employer to resign from any position? Yes No

If yes, give name and address of employer, reason for each release and dates of employment.

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 contained herein. I release from all liability any persons or organizations reporting information required by this application. I certify that I do not advocate, nor am I a member of any party or organization, political or otherwise, that now advocates the overthrow of the Government of the United States or of the State of California by force or violence or other unlawful means. I agree to conform to District regulations concerning physical examination, tuberculosis screening and fingerprints. I understand that I will be subject to dismissal if any statement in this application is found to be untrue.

I understand that the Immigration Reform and Control Act of 1986 requires the District to obtain original documentation from every individual who is employed which verifies identity and authorizes employment in the United States.

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

Date: _____

Signature: _____