



West Valley-Mission  
Community College District

## CLASSIFIED EMPLOYMENT OPPORTUNITY

**APPLICATION DEADLINE: Monday, August 3, 2009, 5:00 P.M.**

# INTERNATIONAL STUDENT SERVICES SUPERVISOR

## International Student Center

### West Valley-Mission Community College District

Under supervision of the Director of the International Student Center or assigned supervisor at Mission College, perform specialized duties related to, enrollment and retention of both matriculated and intensive English program international students at the International Student Center; serve as PDSO (Primary Designated School Official (with the US Department of Homeland Security (US DHS) for the college; provide accurate and timely information regarding US DHS regulations to potential and enrolled international students; handle the flow of money through the intensive English language institute and prepare and maintain financial records, report student immigration and academic status as needed to the US DHS; provide for support services to enrolled students including health insurance, medical care, housing and SEVIS compliance contacts.

#### ASSIGNMENT

100% of full time, minimum of 40 hours per week, 12 months per year. Schedule may change to occasionally include some evening and weekend hours as needed. Work location: Mission College.

#### SALARY AND BENEFITS

- \$4,348 - \$4,787 entry level / \$4,348 - \$5,823 maximum earnable excluding longevity and educational growth
- Employer-paid medical, dental, vision for employee and dependents including children, spouse, or domestic partner (*benefit costs prorated for employees working less than 100% of full-time*)
- Employer-paid long-term disability for employee
- Voluntary life insurance
- State and Federal holidays plus 1 floating holiday annually; paid non-workdays between Christmas and New Year
- 12 days sick leave accrued annually (*prorated for employees working less than 100% and 12 months*)
- 10 to 22 days vacation annually (*prorated for employees working less than 100% and 12 months*)
- Educational growth incentive program from \$40 to \$160 monthly
- \$1,000 longevity award annually after 20 years of service
- CalPERS retirement
- Union-affiliated position with required dues

#### MINIMUM QUALIFICATIONS

Any combination equivalent to:

- Completion of a four-year degree program at an accredited college or university **AND**
- Three years of increasingly responsible experience in a college or university international student office that is SEVIS (Student and Exchange Visitor Information System)-compliant.
- **Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees, by a certified U.S. credential review service. Simple translation of the language on foreign diplomas, transcripts, coursework, or similar will NOT suffice;**

**thus, will cause the application packet to be judged as incomplete.**

- Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability, and ethnic backgrounds.

#### DESIRED QUALIFICATION

- Bilingual preferred.

#### KNOWLEDGE AND ABILITIES

##### Knowledge of:

- US DHS regulations regarding F-1 student eligibility for studying in the U.S.
- Procedures for preparing I-20 documents and requesting F-1 student visas for students abroad and/or inside the US.
- Responsibilities of a PDSO, or Primary Designated School Official, with the US Department of Homeland Security.
- The college's requirements for admission of international students. Patterns of cultural adjustment of international students.
- Interpersonal skills including tact, patience and diplomacy.
- Oral and written communication skills, particularly with students and clients with limited English ability.
- Interviewing and advisement techniques.
- College and community resources available to students.
- District and College personnel and accounting procedures.
- Procedures and practices for collecting and depositing fees, and managing petty cash.
- Operation of microcomputer equipment and various software programs including word processing, database management and spreadsheet computer applications software.
- Record keeping techniques.
- Modern office practices, procedures and equipment.
- Effective admission and retention tools and strategies.

##### Ability to:

- Provide a variety of specialized information assistance and services for students and their sponsors who are

challenged by language and cultural barriers.

- Deliver oral and written presentations to incoming students at orientation.
- Prepare and maintain student handbooks for registered students.
- Monitor the academic progress of students and make appropriate decisions on the status of students who fail to adhere to US DHS regulations.
- Work independently with minimum supervision.
- Take initiative to suggest improved procedures and solve problems.
- Prioritize stringent work schedules including tasks related to US DHS compliance.
- Collect, compile and analyze data; prepare and present data in appropriate reports.
- Establish and maintain cooperative and effective working relationships with others.
- Schedule, train and supervise student hourly and classified employees.
- Relate to people of varied academic, cultural and national backgrounds using tact, diplomacy and courtesy and sensitivity.
- Develop and implement procedures that maintain the strict confidentiality of sensitive electronic or paper-based information and conform to FERPA and US DHS standards.
- Use program, word processing, spreadsheet and data base management computer applications software effectively.
- Analyze situations and adopt effective courses of action that conform to College and US DHS guidelines and regulations.
- With the Director, develop policies and procedures for the admission of international students into the College; disseminate information to other relevant departments and to potential students through the website, on applications, via email, etc.
- Frequently monitor the academic progress of enrolled students; take appropriate courses of action while working closely with academic counselors.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

*(Any one position may not include all of the duties listed nor do listed examples include all tasks, which may be found in positions of this class.) To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.*

- With the Director, develop and implement policies and procedures that ensure the College's compliance with US DHS regulations and procedures for hosting international students.
- Interface with and represent the College during US DHS school recertification process.
- Develop and administer procedures that ensure the proper documentation in individual student's files of decisions made on behalf of students and how the decision reflects the College's interpretation of US DHS regulations.
- Receive and respond to US DHS inquiries about students on a day-to-day basis through the SEVIS System.
- Develop and deliver orientations for both matriculated and intensive English program international students in consultation with academic counselors.
- Contact and advise enrolled students who are experiencing academic difficulty that may result in a loss of immigration status and, as necessary, refer them to academic counselors.

- Working closely with the Director, screen international student applicants and assess their admissibility in order to make appropriate referrals to the College's intensive English language or degree program at Mission College or West Valley College, or to another institution, if appropriate.
- Advise potential students and other departments on students' admissibility to the College on a part-time basis (for visa types other than the "international student visa").
- Assist students and sponsors toward successful completion of interviews with U.S. embassy officials abroad in order that students can obtain F-1 visas.
- Research regulations and keep current with pertinent revisions and additions in immigration regulations.
- Provide and coordinate services for potential and enrolled students, help them find appropriate housing and other off-campus services such as banking services by working with agencies such as homestay businesses, banks, and rental agencies, etc.
- Communicate regularly with students via e-mail, newsletters, the website, etc., to keep them informed of their responsibilities regarding the maintenance of their status.
- Maintain open lines of communication with college service providers and organizations and provide prompt responses to requests for information about the program, its policies, classes, and services.
- Representing the International Student Center, meet regularly with Counseling, and Admissions and Records to continually update policies and procedures affecting international students and to ensure their departments' ability to meet international student needs.
- Develop and administer policies and procedures for collecting and depositing program fees for the intensive English language program, including refunds and deposit forfeitures.
- Select, schedule and train part-time hourly student assistants, supervise hourly and Community Education staff as they relate to IIS programs.
- Supervise classified staff members.
- Perform related duties as assigned.

*To receive a detailed job description that includes working conditions and physical demands, please contact the District Human Resources Department at (408) 741-2415.*

#### **APPLICATION DOCUMENTATION**

Documents to be considered for this position must be received in the District Human Resources Department, West Valley-Mission Community College District, 14000 Fruitvale Avenue, Saratoga, CA 95070-5698 (*West Valley College Campus – Administration Building by Lot 4*) on the date and time noted above.

#### **REQUIRED DOCUMENTS**

To insure fairness and consistency to all candidates, do not submit materials other than those identified below. *Submit all application materials in the following order:*

- A completed West Valley-Mission Community College District Classified Employment Application** (see attached).
- A completed diversity statement** (see bottom of first page of application)
- A current, typed, detailed resume.**
- A completed supplemental questionnaire** (see attached).
- Legible copies of ALL college transcripts to verify all degrees earned and coursework taken.** *Certified copies of transcripts will be required at time of hire. Copies of diplomas, grade reports, graduation petitions, transcript*

evaluation requests, or similar documents **WILL NOT BE ACCEPTED IN LIEU OF TRANSCRIPTS.**

- If applicable, U.S. Equivalency Certification for foreign degrees.
- A completed Personal Data Report form (see attached).

**NOTE: All required documents must be submitted with your application packet; otherwise, your application will be considered incomplete and will not receive further consideration.**

#### OPTIONAL DOCUMENTS

- Copies of licenses and certificates you possess as related to this position.
- Voluntary identification form (for statistical purposes only and will be kept confidentially in the Human Resources Department).

#### APPLICATION INFORMATION

- Submission of complete application documents to Human Resources by the deadline is the applicant's responsibility. Postmarks will not be accepted.
- Incomplete or late documents will not receive committee consideration.
- Application documents will not be sent to applicants or received by Human Resources via email or fax.
- All materials in your file become District property, will not be returned, and will be considered for this vacancy only.
- Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.
- If transcripts are required, include copies of ALL college transcripts with application packet to verify all degrees earned and college coursework taken. **Please note: Certified copies will be required** at time of hire.
- *Copies of diplomas, grade reports, graduation petitions, transcript evaluation requests, or similar documents WILL NOT BE ACCEPTED IN LIEU OF TRANSCRIPTS.*
- Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application.
- Un-requested documents, such as cover letters, letters of recommendation, and any other documents that are not specifically asked for under *Required Documents*, will be removed from the application packet.
- **DO NOT STAPLE DOCUMENTS TOGETHER. USE A PAPERCLIP OR OTHER MEANS OF BINDING.**
- Include the job number on the application.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- West Valley-Mission Community College District will not sponsor any visa applications.

#### SELECTION PROCESS

- The committee will review, evaluate, and consider applications and supporting materials received by the deadline.
- Meeting the minimum qualifications does not assure the candidate an interview. It is, therefore, important that the application be thorough and detailed.
- Reference checks for the finalists will be conducted.
- The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.
- The District will assist candidates with traveling expenses if invited to a second interview. For details, contact the Human Resources Department.

#### INFORMATION AND APPLICATION MATERIALS MAY BE OBTAINED FROM:

##### HUMAN RESOURCES

West Valley–Mission Community College District  
14000 Fruitvale Avenue  
Saratoga, CA 95070–5698  
[www.wvmccd.cc.ca.us/hr/](http://www.wvmccd.cc.ca.us/hr/)

*Applicants, who due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741–2415 to arrange for assistance.*

**WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**

06-09

Add your email address to our **new** job vacancy list serve to be notified when new Classified, Faculty and / or Management positions are posted.  
[http://www.wvmccd.cc.ca.us/hr/email\\_subscribe.php](http://www.wvmccd.cc.ca.us/hr/email_subscribe.php)

NAME \_\_\_\_\_

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT  
SUPPLEMENTAL QUESTIONNAIRE

**INTERNATIONAL STUDENT SERVICES SUPERVISOR**  
**International Student Center**  
West Valley-Mission Community College District  
Mission College

The following questions seek basic information about your experience for this position. Be certain your answers are as complete and detailed as possible. Your answers will be evaluated based on content and presentation during the screening process. ***Please use additional paper to complete your responses.***

1. What is a Form I-20 and what do international students have to do to get one? Be specific and as detailed as you can. Explain in your own words.
2. What are some of the functions that take place in a typical international student office at a college or university? Again, be as detailed as you can.
3. In what ways are the needs of international students the same as those of resident students? In what ways are they different?
4. Suppose an international student came to you and said she wants to get a job. What would you tell her? Be as complete as you can. Do not cite regulations.

***Please provide complete answers to the above questions. Merely referring to your resume or other documents will be judged as an inadequate response, and your application will not receive further consideration.***



# CLASSIFIED APPLICATION and Instruction Packet

## PLEASE READ

### Application Process:

- To be considered an applicant for a position at West Valley-Mission Community College District, all materials requested in the job announcement must be received no later than the filing deadline. (Postmarks and faxed documents are NOT accepted.) ***SUBMISSION OF THESE MATERIALS IS THE APPLICANT'S RESPONSIBILITY. Incomplete and/or late applications will not receive committee consideration.***
- DO NOT SEND transcripts separately. Include copies with application packet. Certified copies are only required at time of hire.
- DO NOT SEND un-requested materials. Un-requested materials will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "see resume" written across them.
- If supplemental materials listed on the job announcement as required documents are sent under separate cover, please include your full name and the position title you are applying for on the documents and forward them to the Human Resources Department; this is recommended to avoid misfiling or loss. The District is not responsible for documents submitted under separate cover that do not include the information noted above.
- The District is required to maintain a file, which will yield the composition of applicant flow. A form is provided for this purpose entitled "Statistical Information Questionnaire." Completing this form is voluntary. The form will be detached from the application, used for statistical data collection only, and be kept confidential.
- All submitted materials become District property, will not be returned, and will be considered for this vacancy only. Please photocopy your materials prior to submission.
- Applicants applying for different positions are required to submit a separate application and other required material for each position. Photocopies of application documents are acceptable.

### Selection Process:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive a postcard to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- The District may choose to readvertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants. Supervisor(s) name(s) and telephone numbers must be included in the application.
- Any tentative verbal offer of employment is **contingent upon formal approval of the college Governing Board.**

**Equal Opportunity Compliance:** It is the policy of West Valley-Mission Community College District to provide all persons with equal employment and educational opportunities without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status or disability. Inquiries regarding district policies may be addressed to the Director of Human Resources at 408/741-2060.

**Conditions of Employment:** In compliance with the Immigration Control and Reform Act of 1986, **all new employees are required to produce certain documents to verify their identity and right to work in the United States.** If you accept an offer of employment, you are required to have a current verification of a tuberculosis examination, be fingerprinted, swear to affirm allegiance to the United States and to the State of California, and abide by the District's Drug Free Workplace, Non-Smoking, and Sexual Harassment policies.

**Future Employment:** To obtain information about current vacancies, please access the web site at <http://www.wvmccd.cc.ca.us/wvmccd/hr/>.

**Parking:** Designated visitor parking is available in Lot 5 for 30 minutes. Applicants may park for a longer period of time in any of the designated fee parking lots, 3, 4, or 5 at a cost of \$2.00 (8 quarters).

14000 Fruitvale Avenue, Saratoga, CA 95070-5698 • (408) 741-2415



**EXPERIENCE: DO NOT SUBSTITUTE A RESUME FOR THIS INFORMATION.** List your 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 To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					<b>Duties</b>
Company Name, Address and Telephone Number					<b>Reason for Leaving</b>
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					<b>Duties</b>
Company Name, Address and Telephone Number					<b>Reason for Leaving</b>
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					<b>Duties</b>
Company Name, Address and Telephone Number					<b>Reason for Leaving</b>
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					<b>Duties</b>
Company Name, Address and Telephone Number					<b>Reason for Leaving</b>
Supervisor's Name and Title					

## EXPERIENCE (Continued)

Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					<b>Duties</b>
Company Name, Address and Telephone Number					<b>Reason for Leaving</b>
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					<b>Duties</b>
Company Name, Address and Telephone Number					<b>Reason for Leaving</b>
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					<b>Duties</b>
Company Name, Address and Telephone Number					<b>Reason for Leaving</b>
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					<b>Duties</b>
Company Name, Address and Telephone Number					<b>Reason for Leaving</b>
Supervisor's Name and Title					

**GENERAL QUESTIONS: [Complete in Entirety]**

**YES NO**

1. Can you, after employment, submit verification of your legal right to work in the United States? Upon employment you will be required to present documentation of your eligibility to work in the United States and to attest to your work eligibility. To be eligible for work in the U.S., you must be able to prove, that you are a) lawfully admitted for permanent residence or b) authorized by the Immigration and Nationality Act or by the U.S. Attorney General to be employed.

**The District will not sponsor any visa applications.**

2. Are you willing to sign the loyalty oath supporting the Constitution of the U.S. and State of California?  
If no please explain **on a separate piece of paper.**

3. Have you ever had a credential suspended or revoked?  
If "yes," please explain **on a separate piece of paper.**

4. A. Have you ever been convicted of any criminal offense?  
If "yes," complete Part A on the Personal Data Report Form: Please state for each conviction the specific charge for which you were convicted, the date and place of conviction, as well as the jail-prison sentence or fine you received. Please be aware that certain offenses need not be reported (See California Code of Regulations, Title 2, section 7287.4). Regardless of Title 2, California Code of Regulations, section 7287.4, you must report all sex and drug offenses specified in Education Code sections 87010 and 87011. A record of conviction will not necessarily constitute a bar from employment.

If "no," complete Part A on the Personal Data Report Form, indicating "N/A" (not applicable), sign and date.

B. In addition, Labor Code section 432.7 allows an employer to ask: Do you currently have any offenses pending against you in a criminal court of law for which you are out on bail or have been released on your own recognizance pending trial?  
If "yes," complete Part B on the Personal Data Report Form, please specify the charge(s), the county in which the charge(s) is pending, and the date of trial, if set.

If "no," complete Part B on the Personal Data Report Form, indicating "N/A" (not applicable), sign and date.

5. Have you ever been dismissed from employment for misconduct or unsatisfactory service?  
If yes, please explain **on a separate piece of paper.**

6. Do you have relatives currently employed by the District? If yes, please list their name and campus location.

Name \_\_\_\_\_

College \_\_\_\_\_

Relationship \_\_\_\_\_

Department \_\_\_\_\_

**REFERENCE RELEASE (Check one only):**

Reference checking is an important component of the WVMCCD hiring process and is completed on finalist candidates prior to formal recommendation of employment. **Immediate and former supervisors as well as others are contacted during the reference check process.** Please indicate your preference:

**I give my approval to contact my immediate and former supervisors and others during the reference check process. I authorize the disclosure of all information contained in my personnel files.**

**I give my approval to contact my immediate and former employers, supervisors and others during the reference check process; however, I wish to be notified first before making the contacts. I authorize the disclosure of all information contained in my personnel files.**

For WVMCCD use only	
Contact Date: _____	By: _____

**CERTIFICATION OF APPLICANT (READ BEFORE SIGNING)**

*I authorize any representative of West Valley – Mission Community College District to thoroughly investigate my background, including, but not limited to, my references, educational record work experience, and/or disciplinary information. I release the college, its agents and all other persons and entities from any and all liability for damage that may result to me on account of their compliance with this authorization. If employed, I understand that any untrue statements on this application may be grounds for dismissal.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**

## PERSONAL DATA REPORT FORM

West Valley-Mission Community College District – Human Resources Department

**READ CAREFULLY AND FOLLOW THE INSTRUCTIONS**

NAME (Last, First Middle)	Social Security Number
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Our responsibility to students and the public, and restrictions outlined in the State Education Code § 87405-87406 and § 88022-88023, require that we request the following information.

- A. Have you ever been convicted of any offense by any civilian or military court? A plea of nolo contendere is considered a conviction. **The following need not be reported (1) minor traffic violations for which the fine was \$100 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 § 781 or Penal Code § 1203.45; (4) any conviction specified in Health and Safety Code § 11361.5 (some marijuana offenses).**

Yes
  No

If yes, please note in the spaces below the date and place of each conviction, the specific charge, the fine or sentence received and any other remarks you may feel are relevant.

If you have no information to list, indicate "N/A" (not applicable), sign and date the form.

Date, City & State of conviction/arrest(s).	Specific charge or code section violated.	Disposition (results): how much fine; how long in jail or prison; how much probation	Remarks: state briefly any other particulars not already covered or information you wish to provide.

Please be advised that being convicted of a criminal offense does not necessarily disqualify you for employment eligibility. However, conviction of a sexual offense or controlled substance offense will automatically disqualify you as an employee. All employment selections shall be based upon job-related qualifications. Please contact the Human Resources Department at (408) 741-2155 should you have any questions or concerns.

- B. Do you currently have any offenses pending against you in a criminal court of law for which you are out on bail or have been released on your own recognizance pending trial?

Yes
  No

If yes, please note in the spaces below the date and place of each conviction, the specific charge, the fine or sentence received and any other remarks you may feel are relevant.

If you have no information to list, indicate "N/A" (not applicable), sign and date the form.

Specific charge or code section violated.	County in which charge is pending.	Trial Date (if set)

I hereby give my consent to search for a criminal history by member of the police department, and I understand that a conviction for a sexual offense or controlled substance offense will automatically disqualify me as an employee.

I have listed the requested information \_\_\_\_\_  
(Signature)
(Date)

# STATISTICAL INFORMATION QUESTIONNAIRE

The information requested on this form is **voluntary** and will assist in evaluating the recruitment program and in accurately compiling required statistical reports for federal, state, and local agencies. This form will be detached from the employment application and will not be used to discriminate against, or give preference to, any individual.

## Please check the categories that apply to you.

Male       Female       Vietnam-era Veteran       Disability\* (specify): \_\_\_\_\_

\* A person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such an impairment, or is regarded as having such an impairment is considered to have a disability.

## How did you learn about this position?

Completing the following will enable us to determine which recruitment sources are more effective.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Chronicle of Higher Education     | <input type="checkbox"/> Job/Career Fair        | <input type="checkbox"/> CA CC Registry List   |
| <input type="checkbox"/> Women in Higher Education         | <input type="checkbox"/> College or University  | <input type="checkbox"/> HERC                  |
| <input type="checkbox"/> Black Careers in Higher Education | <input type="checkbox"/> NCAA News              | <input type="checkbox"/> HigherEdJobs.com      |
| <input type="checkbox"/> Hispanic Outlook                  | <input type="checkbox"/> Clubs or Organizations | <input type="checkbox"/> BlackCollegianNow.com |
| <input type="checkbox"/> Asian Week                        | <input type="checkbox"/> IMDiversity.com        | <input type="checkbox"/> CareerBuilder.com     |
| <input type="checkbox"/> Artweek                           | <input type="checkbox"/> NurseWeek              | <input type="checkbox"/> Craigslist.com        |
| <input type="checkbox"/> San Jose Mercury News             | <input type="checkbox"/> Sports Careers         |  |
| <input type="checkbox"/> Other Newspaper (specify): _____  |   |  |
| <input type="checkbox"/> Other (specify): _____            |   |  |

## Ethnicity Instructions: Please mark **only one** category and subcategory, if appropriate.

- American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
- Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia or the Pacific Islands.
- |                                       |   |                                     |                                   |
|---------------------------------------|---|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Cambodian              | <input type="checkbox"/> Chinese    | <input type="checkbox"/> Filipino |
| <input type="checkbox"/> Guamanian    | <input type="checkbox"/> Hawaiian               | <input type="checkbox"/> Japanese   | <input type="checkbox"/> Korean   |
| <input type="checkbox"/> Laotian      | <input type="checkbox"/> Samoan                 | <input type="checkbox"/> Vietnamese |                                   |
| <input type="checkbox"/> Other Asian  | <input type="checkbox"/> Other Pacific Islander |                                     |                                   |
- Black/African American (not of Hispanic origin): All persons 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, or other Spanish culture or origin regardless of race.
- |   |  |                                  |                                       |
|---|--|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Central American | <input type="checkbox"/> Chicano               | <input type="checkbox"/> Mexican | <input type="checkbox"/> Puerto Rican |
| <input type="checkbox"/> South American   | <input type="checkbox"/> Other Spanish Culture |                                  |                                       |
- White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, and the Middle East.

Position applied for: \_\_\_\_\_