



West Valley-Mission  
Community College District

## CLASSIFIED MANAGEMENT EMPLOYMENT OPPORTUNITY

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

### **PROGRAM MANAGER, CENTER OF EXCELLENCE West Valley-Mission Community College District Categorically Funded Position\***

*Under direction of the Dean, Career Education & Workforce Development or designee at West Valley College, manages the operational and programmatic functions of the Center of Excellence (COE) for the Greater Silicon Valley Region which serves West Valley College and ten other colleges. The manager will conduct labor market and workforce research for high-growth industries and occupations; develop partnerships with industry employers and associations to understand the current and future workforce issues and challenges, and to validate needs; write and compile environmental scan reports; and conduct events and presentations to disseminate the report findings to college staff, faculty and other groups regionally and statewide.*

*The ten COE's located statewide are a grant-funded initiative of California Community Colleges Economic and Workforce Development (EWD) Program. In partnership with business and industry, the Centers provide regional colleges with customized workforce research on high-growth, emerging, and economically-critical industries and occupations and their projected hiring needs and training gaps. The Centers produce environmental scan reports ([www.coeccc.net](http://www.coeccc.net)) which present a business case for creating, expanding or adapting curriculum and programs so regional colleges can remain relevant and responsive in their offerings and link more effectively with targeted industries and employers, Workforce Investment Boards, and economic development organizations. The manager of the Center of Excellence position consists of multi-faceted duties in a free-standing organization within a network of Centers, requiring management skills necessary to run a single-employee operation focused regionally while operating within a host college environment. The grant requires that the manager be full-time 100% dedicated to the work of the Center.*

*This is a categorical position. (See note\*\*.)*

**\*\*Note: CONDITION OF PROGRAM CONTINUANCE:** *This position is contingently grant funded through June 30, 2010. Ongoing funding beyond July, 2010 is contingent upon grant renewal.*

#### **ASSIGNMENT**

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

#### **SALARY AND BENEFITS**

- \$6,554 – \$7,058 entry level / \$6,554 - \$8,318 maximum earnable (monthly salary)
- Additional compensation: \$1,500 for doctorate added to base salary annually; to be prorated on a monthly basis
- Employer-paid medical, dental, vision for employee and dependents to include domestic partner
- Employer-paid long term disability insurance
- Voluntary life insurance
- 12 paid holidays plus 1 floating holiday annually; paid non-workdays between Christmas and New Year
- 12 days sick leave accrued annually
- 22 days vacation annually (25 days after five years of service)
- Personal necessity leave and personal business leave
- Professional Development and Renewal leave
- CalPERS retirement

#### **MINIMUM QUALIFICATIONS**

Any combination equivalent to:

- A four-year degree from an accredited college or university with major course work in business administration, vocational education, or degrees with emphasis on technical or applied research **AND**
- Three years of increasingly responsible work experience in economic and workforce development **OR** three years of business development experience.
- **Candidates with foreign degrees must provide 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 QUALIFICATIONS**

- Experience in project and grants management, and fiscal reporting methods as used in California government

- agencies, schools, or colleges. Experience with initiating and/or leadership participation in multi-agency education and workforce development collaboratives.

## KNOWLEDGE AND ABILITIES

### Knowledge of:

- Training and educational requirements for a wide variety of careers and occupations.
- Interpersonal skills including tact, patience and diplomacy.
- Operation of microcomputer equipment and various software programs including word processing, database management, and spreadsheet computer applications software.
- Gathering, compiling, analyzing and filtering data, translating the data to identify critical workforce needs, and growing industries as they apply to community colleges.
- Research methodologies including surveying.
- Development of reports presenting a strong business case for a community college response to an industry or workforce need.
- Key employers, industries, and economic drivers in the region.
- Principles and practices of career and technical education, customized training and business and industry services.
- Recordkeeping techniques.

### Ability to:

- Manage major projects breaking them down into task definitions, task assignments, task completion measures and defining when task follow-up is needed/ability to manage time and resources in order to manage multiple projects on schedule.
- Use the MS Office Suite of software applications (MS Word, Excel, and PowerPoint) to prepare written reports, oral presentations, and data analysis.
- Possess key characteristics that include flexibility, imagination, inquisitiveness, creativity, confidence, sensitivity, and professionalism.
- Read and interpret contracts, curriculum and related information and documents.
- Communicate effectively both orally and in writing, including effective email communication.
- Listen and extrapolate information effectively.
- Prioritize work to meet stringent schedules and timelines.
- Work effectively in an entrepreneurial environment.
- Select, assign, orient, train, supervise, counsel, discipline and evaluate the performance of direct subordinates.
- If chairing a committee, evaluate the performance of committee members and forward input to members' supervisors for consideration during the performance evaluation process.
- Operate office equipment such as microcomputer, computer terminal, printer, calculator, copier and facsimile machine.
- Prepare and maintain statistical records, reports, databases, files, logs and lists using microcomputers and peripheral equipment.
- Use word processing, spreadsheet and data base management computer software effectively.
- Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.
- Interface effectively with all aspects of educational operations.
- Review and assess contract progress to ensure compliance with contract requirements.

- Work independently with minimal supervision.
- Establish and maintain effective and cooperative working relationships with others.

## OTHER REQUIREMENTS:

- Valid California driver's license.

## 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.*

- Work cooperatively as a member of the management staff of the College and District toward the achievement of its goals and objectives.
- Provide leadership consistent with the mission and function of the College and District.
- Recommend and implement techniques to improve department policies and practices, increase efficiency, take advantage of opportunities and maintain state-of-the-art practices, keeping abreast of current trends and practices in the field.
- Assist smooth operations within the areas of responsibility.
- React to change productively and handle other essential tasks as assigned.
- Immediately report known or likely fraud, illegal acts, violation of provisions of contracts of grant agreements to the appropriate parties.
- Plan, organize and implement grant activities, establish and manage a detailed project plan with timelines and priorities; meet all grant requirements, accountability and compliance measures.
- Develop, manage and monitor grant budget according to established District policies and procedures.
- Prepare, write and submit quarterly fiscal reports, program plans, year-end narratives and budget reports, grant renewal applications, and other reports by due dates.
- Gather information on the key workforce needs of high growth industries and occupations, utilizing research skills, data analysis, survey techniques, various software applications and labor market research tools.
- Compile, write and format environmental scan reports. Examples of these reports can be found at [www.coeccc.net](http://www.coeccc.net).
- Develop partnerships with regional employers, public workforce agencies and industry associations.
- Disseminate findings of industry scan reports by using marketing strategies, e-marketing techniques, and by conducting webinars and other events to regional colleges, partner networks, state agencies, associations and other organizations.
- Participation in regional and statewide events to raise awareness of economic and workforce development programs and services through the California Community Colleges and the Greater Silicon Valley Region.
- Acquire specific knowledge (e.g., curricular emphases at local colleges, economic trends and leading businesses in the region, principles and programmatic practices in career and technical education, and customized training delivery) through independent study and participation in college and Center of Excellence training and

professional development activities.

- Ensure on-going funding for the Center of Excellence as well as generating new funding for complementary ideas and projects.
- Select, assign, orient, train, supervise, counsel, discipline and annually evaluate the performance of direct subordinates; delegate the responsibility for supervision of indirect subordinates to subordinate supervisors to assure efficient and effective performance; develop expectations for performance and standards of excellence.
- May be assigned to lead or participate in District-wide or college committees, initiatives, teams or ad hoc groups; responsible and accountable for completion of assigned tasks when assigned to such a group; when chairing such a group, evaluate the performance of committee members and forward input to members' supervisors for consideration during the performance evaluation process.
- Operate office equipment such as microcomputer, computer terminal, printer, calculator, copier and facsimile machine.
- Use program and word processing applications software effectively.
- Prepare and administer annual budgets for assigned area; review and approve expenditures according to established District policies and procedures.
- Participate in preparation of state and federal grant applications.
- 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) 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 Administrative Classified Employment Application** (see attached).
- A completed diversity statement** (located on the bottom of the first page of the application).
- A current, typed, detailed resume.**
- Legible copies of college transcripts to verify all degrees earned and college 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.**
- Provide names, titles, business and home phone numbers of six (6) professional references, including two (2) direct supervisors, two (2) subordinates, and two (2) colleagues.** *References will only be contacted in regards to final candidates.*
- 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  
<http://www.wmccd.cc.ca.us/wmccd/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.**

**6/09**

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• 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.wmccd.cc.ca.us/hr/email\\_subscribe.php](http://www.wmccd.cc.ca.us/hr/email_subscribe.php)  
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# CLASSIFIED MANAGEMENT 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 re-advertise 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



West Valley-Mission Community College District  
 14000 Fruitvale Avenue  
 Saratoga, CA 95070-5698

# CLASSIFIED MANAGEMENT EMPLOYMENT APPLICATION

Position Applied For \_\_\_\_\_ Job # (refer to job announcement) \_\_\_\_\_

**Name** \_\_\_\_\_  
 Last First Middle

**Address** \_\_\_\_\_  
 Number/Street/Apt. Number City/State/Zip

**Day Phone:** ( ) \_\_\_\_\_ **Evening Phone:** ( ) \_\_\_\_\_

**Cell Phone:** ( ) \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

Date Received

**EDUCATION: (Professional Preparation Beyond High School)**

Institution Name	Major	Minor	Degree	Award Date

**Provide any experience and training you possess which demonstrates your sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.**

**Professional and Organizational Affiliations, Awards, and Honors:**

**WORK EXPERIENCE (Include Management and Non-Management): (LIST MOST RECENT EXPERIENCE FIRST)**

Attach a separate sheet if necessary to provide pertinent employment experience. Fill out completely and do not list practice teaching, internships, or voluntary experience; **DO NOT SUBSTITUTE A RESUME**

Inclusive dates From To Mo/Yr Mo/Yr		Type of Experience	Status FT PT	Employer	Supervisor Name/Title
				Address	Telephone Number:
Position Title			Job Duties		Reason for Leaving
Inclusive dates From To Mo/Yr Mo/Yr		Type of Experience	Status FT PT	Employer	Supervisor Name/Title
				Address	Telephone Number:
Position Title			Job Duties		Reason for Leaving
Inclusive dates From To Mo/Yr Mo/Yr		Type of Experience	Status FT PT	Employer	Supervisor Name/Title
				Address	Telephone Number:
Position Title			Job Duties		Reason for Leaving
Inclusive dates From To Mo/Yr Mo/Yr		Type of Experience	Status FT PT	Employer	Supervisor Name/Title
				Address	Telephone Number:
Position Title			Job Duties		Reason for Leaving
Inclusive dates From To Mo/Yr Mo/Yr		Type of Experience	Status FT PT	Employer	Supervisor Name/Title
				Address	Telephone Number:
Position Title			Job Duties		Reason for Leaving
Inclusive dates From To Mo/Yr Mo/Yr		Type of Experience	Status FT PT	Employer	Supervisor Name/Title
				Address	Telephone Number:
Position Title			Job Duties		Reason for Leaving

## WORK EXPERIENCE, CONTINUED

Fill out completely; **DO NOT SUBSTITUTE A RESUME.**

Inclusive dates From            To Mo/Yr           Mo/Yr	Type of Experience	Status FT   PT	Employer	Supervisor Name/Title
			Address	Telephone Number:
Position Title		Job Duties		Reason for Leaving
Inclusive dates From            To Mo/Yr           Mo/Yr	Type of Experience	Status FT   PT	Employer	Supervisor Name/Title
			Address	Telephone Number:
Position Title		Job Duties		Reason for Leaving
Inclusive dates From            To Mo/Yr           Mo/Yr	Type of Experience	Status FT   PT	Employer	Supervisor Name/Title
			Address	Telephone Number:
Position Title		Job Duties		Reason for Leaving
Inclusive dates From            To Mo/Yr           Mo/Yr	Type of Experience	Status FT   PT	Employer	Supervisor Name/Title
			Address	Telephone Number:
Position Title		Job Duties		Reason for Leaving
Inclusive dates From            To Mo/Yr           Mo/Yr	Type of Experience	Status FT   PT	Employer	Supervisor Name/Title
			Address	Telephone Number:
Position Title		Job Duties		Reason for Leaving

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