



**APPLICATION FOR ACADEMIC  
AND ADMINISTRATIVE EMPLOYMENT**

Gavilan College  
Personnel Services  
5055 Santa Teresa Blvd., Gilroy, CA 95020  
(408) 848-4755

POSITION TITLE \_\_\_\_\_

DATE AVAILABLE \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_

Fall Semester \_\_\_\_\_ Spring Semester \_\_\_\_\_  
Year Year

Name (Print or Type) <sup>Mr.</sup> <sup>Miss</sup> <sup>Mrs.</sup> <sup>Ms.</sup> \_\_\_\_\_  
Last First Middle

Home Phone ( ) \_\_\_\_\_  
Area Code

Address \_\_\_\_\_  
Number Street City State Zip Code

Business Phone ( ) \_\_\_\_\_  
Area Code

Social Security No. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender: \_\_\_\_\_ male \_\_\_\_\_ female

Message Phone ( ) \_\_\_\_\_  
Area Code

**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.**

**EDUCATIONAL BACKGROUND**

List all accredited post-secondary educational institutions attended. Information must be complete and accurate as it is used as the preliminary basis for determining salary.

Name of Accredited Institution Undergraduate College(s) (Associate, Bachelor's)	City and State	Major(s)	Degree	Year Rcv'd	Undergraduate Units	
					Sem.	Qtr.
Graduate College(s) (Master's, Doctorate)					Upper Division/ Graduate Units	
Enter total upper division/graduate units earned after the first bachelor's degree						
Enter total number of units beyond a master's degree						

List California credentials you hold valid at community college level:

Credential	Subject(s)	Date of Expiration

List other subjects you are qualified to teach, activities to direct:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Official transcripts required upon hire.
- If you lack the minimum academic qualifications, you may complete the supplemental application for equivalency.
- Please attach a copy of your credential(s) to this application.

- If name used on transcripts or credentials or former employment is other than indicated, please state: \_\_\_\_\_



**Full-Time Employment other than that listed above (most recent first)**

Inclusive Dates of Employment From   To		Name of Employer or District	Mailing Address (include Zip Code)	Title of Position and/or Nature of Work Performed	Name of Supervisor	Reason for Leaving	Salary

**OTHER PROFESSIONAL ACTIVITIES**  
(such as travel, publications, organizations, lectures)

Date	Nature of Experience

**Fluency in languages other than English**     Yes     No

Language	Speak	Read	Write	Language	Speak	Read	Write	Language	Speak	Read	Write

**REFERENCES**

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

May we contact your present employer if you become a finalist?     Yes     No

Name of Reference	Position or Title of Reference at the Time of Your Employment	Present Mailing Address of Reference (include Zip Code)	Telephone (Include Area Code)
			(H) (W)
			(H) (W)
			(H) (W)

## PERSONAL DATA

1. 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. 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.

\_\_\_\_\_  
\_\_\_\_\_

3. 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 supervisorial relationship exist if you were appointed to this position?  **yes**  **no**

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 Joint Community College District and will not be released or returned.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date