

## Application for Certificated Employment at El Camino College



**El Camino College - Human Resources**  
**Administration Building – Room 217**  
**16007 Crenshaw Blvd., Torrance CA 90506**  
**Telephone (310) 660-3474, 24-Hour Job Line (310) 660-3809**  
**Website: [www.elcamino.edu](http://www.elcamino.edu)**

**APPLICATIONS MUST BE COMPLETED IN FULL. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

**Position Applying for:** \_\_\_\_\_

Name (as it appears on your Social Security Card)		Social Security No.
Address		Home Phone (     )
City/State	Zip Code	Business Phone (     )

1. Type of Employment: Full-time ☐ Part-time ☐ Temporary ☐
2. If necessary, would you be willing to work: Nights ☐ Weekends ☐
3. Have you ever been convicted, including Nolo Contendere pleas, of a crime (other than minor traffic violations)? No ☐ Yes ☐

If yes, you **must** report the conviction by picking up or requesting the Form ECC10 available in the Human Resources Office. Convictions will not necessarily disqualify you from employment. **Failure to report convictions prior to the closing date for the position can lead to dismissal from the position if you are the successful applicant.**

4. Are you a current or former employee of El Camino College? Yes ☐ No ☐

**NOTE:** If employed, you will be required to provide documents establishing your identity and authorization to work in the United States within the first three working days of your employment.

School	Name Location	Major	Minor	Dates Attended	Completed Units	Level of Degree Completed	Graduate? (Yes or No)
High School/GED		N/A	N/A	N/A	N/A	N/A	
College							
College							
Graduate							
Business/Trade							

**Membership in professional organizations or community service experiences related to the position applied for:**

**California Credential Held:** \_\_\_\_\_

**Applicants with disabilities who require special accommodations must contact Human Resources a minimum of five (5) working days prior to closing date for this position. Less than five (5) days notice may result in the District's inability to provide such accommodations in a timely fashion.**

## Employment

Please give accurate, complete full time and part-time employment record. Resumes are NOT accepted in place of any part of this application. Start with present or most recent employer. Attach additional sheets if required.

1. Employer's Name and Address \_\_\_\_\_

Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

Dates Employed \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Salary \_\_\_\_ Beginning \_\_\_\_ Ending Full Time ☐ Part Time ☐

Describe your job duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

2. Employer's Name and Address \_\_\_\_\_

Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

Dates Employed \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Salary \_\_\_\_ Beginning \_\_\_\_ Ending Full Time ☐ Part Time ☐

Describe your job duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

3. Employer's Name and Address \_\_\_\_\_

Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

Dates Employed \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Salary \_\_\_\_ Beginning \_\_\_\_ Ending Full Time ☐ Part Time ☐

Describe your job duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

4. Employer's Name and Address \_\_\_\_\_

Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

Dates Employed \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Salary \_\_\_\_ Beginning \_\_\_\_ Ending Full Time ☐ Part Time ☐

Describe your job duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

## Employment (con't)

5. Employer's Name and Address \_\_\_\_\_

Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

Dates Employed \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Salary \_\_\_\_ Beginning \_\_\_\_ Ending \_\_\_\_ Full Time ☐ Part Time ☐

Describe your job duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

6. Employer's Name and Address \_\_\_\_\_

Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

Dates Employed \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Salary \_\_\_\_ Beginning \_\_\_\_ Ending \_\_\_\_ Full Time ☐ Part Time ☐

Describe your job duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

## References

Give three professional references of persons who are qualified to answer questions regarding your current/former employment and/or your qualifications for the position you seek.

1. Name \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

Address \_\_\_\_\_

2. Name \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

Address \_\_\_\_\_

3. Name \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

Address \_\_\_\_\_

### My Signature below declare all of the following:

I hereby declare that all information given by me in this application is true and complete to the best of my knowledge.

I authorize El Camino College to contact employers and references and I release from all liability persons and organization reporting information required by the application.

I understand that any false statement, misrepresentation or significant omission on the above application may be cause for immediate dismissal from El Camino College. I further agree to abide by all College regulations, policies and procedures.

SIGNATURE OF APPLICANT \_\_\_\_\_ Date \_\_\_\_\_

**The policy of the El Camino Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to, discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, or retaliation."**

## Request For Equivalency

(Complete only if you **do not** meet the required qualifications stated on the job announcement)

If you do not meet the minimum qualifications as stated on the Job Announcement, you must complete this form if you wish to claim the equivalent to the minimum qualification. Complete each portion of the form in detail to provide sufficient information to make a determination of equivalency. **It is the applicant's responsibility to provide complete information on this form.** Do not state "see transcripts" or "see resume".

**Please type or print**

**Part 1:** Identify and complete the appropriate category for the equivalency request based on the minimum qualifications for the field or discipline in which the equivalency is requested.

My academic and professional background is equivalent to:

\_\_\_\_\_ Associate's degree and six (6) years full-time work experience in \_\_\_\_\_

\_\_\_\_\_ Bachelor's degree and five (5) years full-time work experience in \_\_\_\_\_

\_\_\_\_\_ Master's degree in \_\_\_\_\_

\_\_\_\_\_ Master's degree in \_\_\_\_\_

with emphases and/or certificate in \_\_\_\_\_

\_\_\_\_\_ Bachelor's in \_\_\_\_\_ and Master's in \_\_\_\_\_

\_\_\_\_\_ Eminence in (Provide supporting documentation which may include written statements by experts in the discipline, evidence of the production of tangible products such as published works, invited presentations to discipline related professional organization, awards and professional recognition, etc.) \_\_\_\_\_

**Note:** Teaching experience is **not** equivalent to experience in the discipline except for upper division or graduate teaching in the discipline.

**Part 2:** Identify the specific courses, workshops, related work experiences that document equivalency.

**A. Academic Preparation:** List the institution, course number and title, course level (graduate, upper division, lower division), and number of semester or quarter units for all classes that apply to the field or discipline in which equivalency is requested. For Associate's degree equivalency, list general education courses. Do not state "see transcripts." Attach additional sheets if necessary.

Institution	Course Number	Course Title	Course Level	#Sem. Or #Qtr Units

Total: \_\_\_\_\_ (semester units: 1 sem = **2/3** quarter units)

## Request For Equivalency (con't)

- B. Workshops, Seminars, Other Training:** List the institution, seminar/workshop title, and number of hours for all seminar/workshops/etc. that apply to the field or discipline in which the equivalency is requested. Attach additional sheets if necessary.

Institution	Title of Seminar/Workshop	Dates	# Hours

- C. Work Experience:** List the company, duties, and dates for all full-time, and part-time employment that apply to the field or discipline in which equivalency is requested. Do not state “see resume”. Attach additional sheets if necessary.

Company/Organization	Title	Dates	% Time Worked (Full time/part time)	#yrs/Mos

**Part 3:** List any additional information that supports your application.

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Certification: I certify that all of the foregoing statements are true, correct and complete. I understand that the equivalency will be revoked if the information presented in this document is found to be untrue or incorrect.

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Print Name

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Sign Name



## ■ El Camino College is an Affirmative Action - Equal Opportunity Employer

### Equal Employment Opportunity Survey

The following information is necessary for the El Camino Community College District to evaluate its hiring practices and to prepare reports requested by law for the state and federal government. The information will be confidential and will not be used to make a decision about your employment. Your cooperation by providing the information on a voluntary basis will be appreciated. This form will be separated from your application and will not be seen by a reviewing committee.

Name \_\_\_\_\_ Date \_\_\_\_\_

Position applying for: \_\_\_\_\_

Please check boxes which identify you

**Ethnic Identification** (Check one below)

☐ American Indian or Alaskan Native

☐ Asian

☐ African American

☐ Hispanic

☐ Filipino

☐ Pacific Islander

☐ Caucasian

☐ **Male**

☐ **Female**

☐ Under age 30

☐ Age 30 but less than 40

☐ Age 40 but less than 55

☐ Age 55 or more

☐ Disabled

☐ Vietnam-era Veteran

Please indicate from what source you learned of this position:

**Newspaper Ad:**

- ☐ LA Times
- ☐ Daily Breeze
- ☐ Orange County Register
- ☐ Other \_\_\_\_\_

**Job Flyer:**

- ☐ Posted at ECC
- ☐ Mailed by ECC
- ☐ EDD Office
- ☐ Mailed by CCC Registry
- ☐ Other \_\_\_\_\_

**Other Sources:**

- ☐ CCC Job Fair
- ☐ Other Job Fair
- ☐ College Employee
- ☐ Relative or Friend
- ☐ College Web Page

Completing the demographics portion of this form is optional, however, the form must be returned as part of your application packet. Please help us by filling out the *Name* and *Position Applying For* portion of this form.

## EL CAMINO COMMUNITY COLLEGE DISTRICT APPLICATION INFORMATION

1. To be considered an applicant for an academic/administrative position in the El Camino Community College District, all materials requested in the vacancy announcement must be received no later than the date of the filing deadline. Submission of these materials is the applicant's responsibility. The district will not contact Placement Offices. **Application packets not containing a completed application form, resume and copy(s) of the pertinent degree transcript will not be considered.**
2. Applications will be pre-screened by Human Resources. Application packets of those applicants meeting the minimum qualifications will be forwarded to the screening committee. All initial interviews will be conducted after the date of the filing deadline. Meeting the minimum qualifications for a position does not assure the applicant an interview.
3. The District reserves the right to contact the current or most recent employer and to investigate past employment records of applicants selected for interviews.
4. The District reserves the right to re-advertise the position or to delay a position if it is deemed that applicants for the position do not constitute an adequate applicant pool.
5. Interviews are held at El Camino College. Second interviews will be required for selected candidates. Every attempt will be made to schedule second interviews immediately following the first interview.
6. In the interview, consideration will be given to factors other than education and experience, including, but not limited to, teaching ability, ability to stimulate interest in the discipline, work with students of diverse backgrounds and abilities, and ability to contribute to the college community.
7. Applicants eliminated from final consideration during the selection procedure will be notified by letter.
8. The College does not return materials submitted in application for a position. (Copies of original documents are accepted during the screening process. Originals will be required for the selected candidate.) Applications will be kept in our applicant files for a maximum of eighteen months from the **original** date a person is entered into the applicant tracking system.
9. The district is required to maintain statistical information on the applicant pool. A form will be provided for this purpose. Completing and returning this form is done on a voluntary basis by the applicant. The form will be detached from the application and will not be used as part of our selection process.
10. The El Camino Community College District is an Equal Opportunity Employer.