

**MENDOCINO COLLEGE
APPLICATION FOR CLASSIFIED EMPLOYMENT**

1000 Hensley Creek Road, Ukiah, California, 95482
(Telephone) 707-468-3062 (Fax) 707-467-1023

POSITION APPLIED FOR: _____

Complete the **entire** application which is used for preliminary screening purposes.
If needed, you may attach additional information such as a letter or resume to further demonstrate your ability to meet the qualifications for the position.

PERSONAL INFORMATION				
Name (Last, First, MI):		Email Address:		
Mailing Address (Street or P.O. Box, City, State, Zip)		Contact Telephone (1):	Contact Telephone (2):	
EDUCATION				
Institution	City, State	Major	Minor	Degree
High School:				
College:				
If applicable to position, list office machines you can operate including computers and software:		If applicable to position, languages other than English that you can speak, read, or write:		

Mendocino College is an Equal Opportunity Employer.

Unlawful discrimination on the basis of race, color, religion, sex (including sexual harassment), marital status, national origin, age, physical or mental disability, sexual orientation, or Vietnam Veteran status is prohibited in all education and employment practices of the college.

RELEVANT EXPERIENCE (most recent first) Attach an additional page if needed.						
Employment Dates		Employer and Address	Supervisor and Title	Full-Time or	Duties	
From	To			Part-time %		
Position Title						Telephone Number
Employment Dates		Employer and Address	Supervisor and Title	Full-Time or	Duties	
From	To			Part-time %		
Position Title						Telephone Number
Employment Dates		Employer and Address	Supervisor and Title	Full-Time or	Duties	
From	To			Part-time %		
Position Title						Telephone Number
Employment Dates		Employer and Address	Supervisor and Title	Full-Time or	Duties	
From	To			Part-time %		
Position Title						Telephone Number

I hereby certify that I have provided true, correct and complete answers and statements on this application. I understand that any omission or misstatement of information made by me on this application, or any supplement to it, shall be sufficient grounds for failure to employ or for my discharge should I become employed by the Mendocino-Lake Community College District. My signature below authorizes the District to conduct a background investigation and authorizes release of information in connection with my application for employment. I waive and release from liability any individual or firm who may provide information during this investigation, I waive my right of access to any such information, and I hereby release the District and the reference source from any liability in connection with the release of information or its use by the District.

APPLICATION MUST BE SIGNED AND DATED Signature _____ Date _____

APPLICANT SURVEY
MENDOCINO COLLEGE

To assist Mendocino College in complying with Equal Opportunity regulations, please complete the following voluntary survey and submit along with your application materials. Once received, the form will be separated from your application materials and kept confidential.
Thank you.

NAME _____ FEMALE _____ MALE _____

POSITION APPLIED FOR _____

Ethnicity (check one):

_____ ASIAN (Chinese, East Indian, Japanese, Korean, Laotian,
Cambodian, Vietnamese, Other Asian)

_____ BLACK (African-American)

_____ FILIPINO

_____ HISPANIC (Central American, Mexican/Mexican-American,
Chicano, South American, Other Hispanic)

_____ AMERICAN INDIAN/ALASKAN NATIVE

_____ PACIFIC ISLANDER (Guamanian, Hawaiian)

_____ WHITE (Non-Hispanic)

Disability

The Americans with Disabilities Act states that a disabled person is anyone who:

1 has a physical or mental impairment which substantially limits one or more major life activities

2 has a record of such impairment; or

3 is regarded as having such an impairment

Do you have a disability? Yes _____ No _____

If you have a disability and require reasonable accommodation with out selection process, contact Human Resources at 468-3062, Room 1160.

How did you hear about this position?

_____ Newspaper - which one _____

_____ Other _____

EQUAL OPPORTUNITY EMPLOYER