



HUMAN RESOURCES DEPARTMENT
6500 Soquel Drive
Aptos, California 95003

Please read carefully before filling out the attached employment application

Thank you for your interest in employment with Cabrillo College. **Please keep in mind the following important instructions as you prepare your application.** You may download the employment application and enter pertinent information directly on the various documents. Please reference the job title and job number on the application forms. Materials received via FAX are permissible; however, **please DO NOT EMAIL** your materials as signatures are required. The Human Resources department FAX number is (831) 477-3545. Materials received via FAX must be received by the announced deadline date and time.

1. The employment application represents you. It is important that you fill out the application form carefully, neatly and completely. Do not leave blank spaces noting "see resume." Write all requested information on the application form and the attached supplemental criminal history inquiry. All original documents must be signed and dated. Please attach a resume and other required supplemental material to expand and document information provided on your application. Your criminal history information and the applicant survey form are **confidential** and will not be forwarded to the search committee).
2. Candidates who are seeking consideration on the basis of **academic** equivalency must submit a supplemental application for equivalency determination in addition to the other required application materials requested in the position announcement.
3. Make sure that letters of recommendation, transcripts and other supplemental material sent under separate cover include your complete name and are addressed to the **Human Resources Department, ATTENTION: (Position title and position number that you are applying for)**. This is recommended to avoid confusion and misfiling.
4. It is your responsibility to submit a complete employment application as defined in the job announcement. Incomplete application packets will not be forwarded to the search committee for further consideration. Please see the job announcement for required materials. The Human Resources Department will not duplicate materials in order to complete your application packet. We encourage you to confirm prior to the deadline that your application packet is complete.
5. Please do not submit original documents if you need them back, or if you anticipate that you will need copies in the future. Application materials submitted **will not be returned**. Copies of requested materials will be accepted, unless otherwise noted. Application materials previously submitted to the District will not be transferred to a new application.
6. Please pay special attention to the fact that all application materials **must be received** in the Human Resources Department by 4:00 p.m. on the announced deadline date. No application or application materials will be accepted past the announced deadline time or date. Postmarks or e-mail transmissions are not accepted.
7. A search committee will convene approximately two to three weeks after the application deadline and will review **only** complete application packets. You will receive information regarding the status of your application by mail, usually two to four weeks after the announced deadline date.
8. Interviews are by invitation only and at candidate's expense, unless otherwise noted. Meeting the minimum qualifications for a position does not ensure an interview.
9. You will receive notice regarding the outcome of your interview by mail, usually within two to four weeks after your interview.
10. Applicants who may require special accommodation(s) are requested to inform the Human Resources Department of their needs by calling (831) 479-6217.