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 are able to download the employment application and enter pertinent information directly on the various documents. However, please DO NOT EMAIL your materials as original signatures are required. Materials received via FAX are permissible, provided the materials received have your name and Job # clearly marked on the transmittal. HR FAX number is (831) 477-3545.

1. The employment application represents you; it is to your advantage to fill out the application form carefully, neatly and completely. Do not leave blank spaces while 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. (Criminal history information and the applicant survey form are confidential and will not be forwarded to the search and selection committee.) Please attach a resume and other required supplemental material to expand and document the statements made on the application.

2. Make sure that any 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 number you are applying for). This is recommended in order to avoid misfiling or loss.

3. 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 committee for further consideration. Please see the job announcement for required materials. The Human Resources Department cannot duplicate materials in order to complete your application packet.

4. 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.

5. Please pay special attention to the fact that your application must be received in the Human Resources Department by the announced deadline date. No application or application materials will be accepted past the announced deadline date. Postmarks or e-mail transmittals are not accepted.

6. A search committee will convene approximately two weeks after the application deadline and will review all complete applications submitted. You will receive information regarding the status of your application by mail, usually two to four weeks after the announced deadline date.

7. Interviews are by invitation and at candidate’s expense, unless otherwise noted. Meeting the minimum qualifications does not ensure an interview.

8. You will receive notice regarding the outcome of your interview by mail, usually two to four weeks after the interview.

9. Applicants who may require special accommodation(s) are requested to inform the Human Resources Department of their needs.

10. Candidates for academic (instructional) positions must either: (a) possess a valid California Community College credential; or (b) meet state minimum qualifications; or (c) apply on the basis of equivalency; and (d) meet any other listed local qualifications. Candidates who are seeking consideration on the basis of equivalency must submit the attached supplemental application for equivalency determination in addition to the other required application materials requested in the position announcement.