

**CITY COLLEGE OF SAN FRANCISCO**

**Human Resources Department**

33 Gough Street, San Francisco, CA 94103

Telephone: (415) 241-2246

**APPLICATION FOR ADMINISTRATIVE POSITION**

POSITION TITLE: \_\_\_\_\_ Job Announcement #: \_\_\_\_\_

**TYPE OR PRINT** - Complete all items. "See Resume" is not an acceptable response.

NAME \_\_\_\_\_ SSN: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Last) (First) (M.I.)

HOME ADDRESS \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
 (No. and Street)

\_\_\_\_\_ Home Telephone: \_\_\_\_\_  
 (City) (State) (Zip)

EMAIL ADDRESS \_\_\_\_\_ Cell Phone (Optional): \_\_\_\_\_

**EDUCATION AND PROFESSIONAL TRAINING:** (list the most recent first)

Name	◆ Institution ◆	Location (City & State)	Degree Awarded	Major/Minors

**ADMINISTRATIVE EXPERIENCE:** (list the most recent first - use supplementary sheet if necessary)

Name	◆ Institution/Employer ◆	Dates From/To	Full-Time Yes/No	Administrative Position Held	Immediate Supervisor's Name

It is the policy of the San Francisco Community College District to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identify, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity. For further information, contact the CCSF Affirmative Action Office, (415) 241-2285.

**TEACHING EXPERIENCE:** (list the most recent first - use supplementary sheet if necessary)

Name	◆ Institution ◆ Location (City & State)	Dates From/To	Full-Time Yes/No	Subjects Taught/Academic Services

**OTHER RELATED PAID PROFESSIONAL EXPERIENCE:** (list the most recent first - use supplementary sheet if necessary)

Name	◆ Institution ◆ Location (City & State)	Dates From/To	Full-Time Yes/No	Position Held & Nature of Duties

\* \* \* \* \*

List administrative or supervisory credential held, including the state in which issued.

<u>Title</u>	<u>Date Issued</u>
1. _____	_____
2. _____	_____

List participation on professional committees, curriculum projects, or other special projects related to this position

List any other experiences or abilities which you believe have contributed to your preparation for administration.

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State law generally prohibits California community colleges from employing persons who have been convicted of a "sex offense" or "controlled substance offense." There are exceptions to this general rule which may apply to you. Have you ever been convicted of such offenses which could prohibit your employment?

No                      Yes                      If your response is "yes", please explain on an attached sheet of paper.

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**CERTIFICATION AND AUTHORIZATION:**

*I certify that the information supplied on this application, as well as other documents in support of my application for this position, is true to the best of my knowledge. I agree to have any of the statements verified by the District. I authorize the District to contact current/former employers and/or persons submitting letters of recommendation for me in order to verify and clarify any information. I authorize current/former employers and/or persons submitting letters of recommendation to provide the District with information concerning my current/previous employment and any pertinent information that they may have. I understand that any misrepresentation, falsification, or material omission of information on this application and/or on any other documents I provide in support of my application for this position may result in elimination from further consideration for employment, a withdraw of any offer of employment, or, if hired, in dismissal/termination. I understand and agree that all materials I submit as part of this application become the sole property of the San Francisco Community College District and will not be returned to me.*

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Signature of Applicant

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Date

**RETURN TO:** Human Resources Department  
City College of San Francisco  
33 Gough Street  
San Francisco, CA 94103

## EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

POSITION TITLE: \_\_\_\_\_ JOB ANNOUNCEMENT # \_\_\_\_\_

NAME: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ SSN: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last First M.I.

Guidelines issued by the Office of Federal Contract Compliance and California law require the San Francisco Community College District to obtain information from applicants for statistical purposes only.

This optional information will remain anonymous and confidential. It will be detached from the other required materials. Applicants may voluntarily identify themselves as belonging to the following group(s):

➤ **Gender:** (Check One) (  ) Male (  ) Female

➤ **Ethnicity:** (Please select only one ethnicity group from the following list.)

- 1. White Non-Hispanic origin
- 2. Black/African American Non-Hispanic origin
- 3. Hispanic/Latino Includes Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race
- 4. Asian/Pacific Islander Includes Chinese, Japanese, Koreans, Vietnamese, Asian Indians, Hawaiians, Guamanians, Samoans, Laotians, and Cambodians
- 5. Filipino
- 6. American Indian/Alaskan Native Includes Aleuts, Eskimos
- 7. Other, please specify \_\_\_\_\_

➤ **Additional Groups:**

- Person with a Disability
- Veteran
- Self-Identified Gay Male/Lesbian Female

➤ **Source from which you learned of this position:**

- Human Resources Department of City College of San Francisco
- Internet:  Human Resources Department of City College of San Francisco  
 Other, please specify \_\_\_\_\_
- Placement Office/Employment Agency: Name \_\_\_\_\_
- City College of San Francisco Employee
- Newspaper/Publication: Name \_\_\_\_\_
- Friend
- Job Fair, please specify \_\_\_\_\_
- Other, please specify \_\_\_\_\_

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**City College of San Francisco**  
**33 Gough Street**  
**San Francisco, CA 94103**

*Equal Opportunity/Affirmative Action Employer*