

**CITY COLLEGE OF SAN FRANCISCO  
SUPPLEMENTAL APPLICATION  
FOR  
ADMINISTRATIVE EQUIVALENCY**

Applicant's Name: \_\_\_\_\_

Position: \_\_\_\_\_ Job No: \_\_\_\_\_

**Note to Applicant:**

If your application requires review by the Administrative Equivalency Committee because of some lack in minimum qualifications as listed in the job description, your assistance and cooperation in providing necessary documents is required.

CCSF administrative hiring procedures on equivalency state that:

An applicant who claims to be qualified through equivalency must demonstrate that he or she has qualifications equivalent to those specified. The applicant who claims equivalent qualifications will have to provide substantial and verifiable documentation, as clear and reliable as college transcripts and work experience being submitted by the other applicants, that he or she has qualifications that are at least equivalent to what is required by the minimum qualifications. Specifically, the applicant making the claim must provide documentation in regard to either one or both criterias below, when appropriate.

1. **EDUCATION:**

For establishing the equivalency of a required degree, possession of at least the equivalent in level of achievement and breadth and depth of understanding for each of the following as separate and distinct criteria:

- a) The education required for that degree,
- and
- b) The major courses required for that degree.

An applicant who fails to provide documentation in regard to either "a" or "b" above does not possess the equivalent of the degree in question.

2. **EXPERIENCE:**

For the equivalent of required experience, an applicant must show related experience broad enough to serve as a basis for performing the specific duties for the position.

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### **Documentation:**

Evidence that the applicant has qualifications equivalent to those on the job announcement shall be of the following:

- a) A transcript showing that appropriate courses were successfully completed at an accredited college or appropriate foreign institution.
- b) Publications that show a command of the major in question, the general education of the candidate, or his or her writing skill.
- c) Other work products that show a command of the major or occupation in question.
- d) Work experience related to the job announcement.
- e) Life experience leading to expertise required by the job announcement.

**Note: It shall be the responsibility of the applicant to supply the committee with all documentation needed to evaluate equivalency.**

If the above are being used as equivalents to particular courses in your model, it is important to indicate what those courses are. Letters of reference from someone closely associated with your work and knowledgeable in your field could be helpful to your claim. The letter should attest to the nature and quality of a specific work/life experience or publication.

While not wishing to make this a burdensome task for the applicant, the Equivalency committee needs basically to know: (a) the basis for claiming equivalency, and (b) the evidence in which the claim can be validated.

Questions regarding the Equivalency process may be directed to the CCSF Human Resources Department, 50 Frida Kahlo Way, Bungalow 702, San Francisco, CA 94112, telephone #(415)452-7660.