



APPLICATION FOR ACADEMIC EMPLOYMENT

DISTRICT OFFICE

Office of Human Resources

Santa Monica Community College District

2714 Pico, 2nd Floor, Santa Monica, California 90405

APPLICATION MAILING ADDRESS

Office of Human Resources

Santa Monica Community College District

1900 Pico Blvd., Santa Monica, California 90405

(310) 434-4336 (24 hour job line)

Position or Teaching Discipline

Last Name (as it appears on your Social Security Card)		First	Middle	Social Security #
Home Address	City	State	Zip	Home Telephone (including area code)
Business Address	City	State	Zip	Business Telephone (including area code)

Please check one of the following: (a separate application must be filed for each type of position)

- A part-time faculty position A full-time faculty position Administrative position (applications for full-time and administrative positions are only accepted when there is an announced opening)

Educational Background: Please list in reverse sequence all higher education institutions attended.

Name of Institution	Location	Dates of Attendance	Units Completed SEM/QTR		Major	Minor	Title of Degree and Date Granted

Do you possess a currently valid California Community College Credential authorizing service in this position or discipline? Yes No

If yes, indicate the title of the credential and the exact service or subject areas authorized.

Statement of Equivalency

Minimum qualifications are listed on the position announcement for full-time faculty and administrative positions and are included with the application instructions for part-time faculty positions. If you feel that you qualify for this position through equivalency to the minimum qualifications, please indicate why you consider your qualifications to be equivalent to those listed. (If you possess the minimum qualifications as published, you may omit this section.)

References: References listed below do not take the place of letters of reference if required for this position.

Name	Title	Relationship
School District/Company Name	Address	Telephone
Name	Title	Relationship
School District/Company Name	Address	Telephone
Name	Title	Relationship
School District/Company Name	Address	Telephone

Are you legally entitled to work in the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been dismissed or asked to resign from any faculty or administrative position? <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please explain.	If yes, please explain.

Have you ever been convicted of a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No
You must answer YES if you were convicted, whether by plea, or jury verdict, or finding of guilt by a court in trial without a jury, irrespective of a subsequent order under Penal Code §1203.4 allowing the withdrawal of a plea of guilty and entering a plea of not guilty, or setting aside a verdict of guilt, or dismissing the accusations or information (but you may omit minor traffic violations). A criminal record will not automatically disqualify you for employment, but failure to disclose a conviction record may result in disqualification or dismissal.
If yes, please attach a separate explanation.

Certification of Applicant (READ BEFORE SIGNING)

I hereby give permission to the Santa Monica Community College District to contact former employers and any other persons whose names appear on this application form or the supporting documents accompanying it, and I waive the right to hold those persons liable. I hereby certify that all statements on this application are true and complete to the best of my knowledge with the understanding that any untrue statements or omissions of material facts on this application may be used as grounds for termination of employment. If offered employment, I am prepared to provide verification of my legal right to work in the United States of America. I understand that this application will only be considered for the position indicated on the first page of this form and that a separate application form must be completed for any other position, either present or future. I further understand that this application form and all supporting documentation will become the property of the Santa Monica Community College District and that neither the original application form and supporting documentation nor photocopies of them will be released or returned.

Date

Signature of Applicant (NOT VALID UNLESS SIGNED)

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/TITLE IX/EMPLOYER OF THE DISABLED, SANTA MONICA COLLEGE IS COMMITTED TO AN EDUCATIONAL ENVIRONMENT WHICH AFFIRMS AND SUPPORTS A DIVERSE FACULTY AND STAFF.