



**Taft College**  
**Human Resources Department**  
**West Kern Community College District**  
**29 Cougar Court, Taft, California 93268**  
**Phone (661) 763-7805**  
**www.taftcollege.edu**

**Application for Employment  
MANAGEMENT POSITIONS**

<b>Position Applied For</b>	
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1 - CONTACT INFORMATION			
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
<i>Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Day Phone Number</i>	<i>Evening Phone Number</i>		
<i>Cellular Phone Number</i>	<i>E-mail Address</i>		

2 - EDUCATION					
<i>Please list upper education work/degrees, most recent first.</i>					
Name of Institution	Location City/State	Diploma Degree Received	Major	Total Units Completed	
				Semester	Quarter

3 - OTHER TRAINING, SKILLS, LICENSES OR CERTIFICATES	
Bilingual? <input type="checkbox"/> No <input type="checkbox"/> Yes – Language(s): _____ <span style="float: right;"><input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write</span>	
<i>List any other training, special skills, licenses or certificates related to this position:</i>	

<b>FOR OFFICE USE ONLY:</b> Date Received _____ HR Rep Initials _____ Met Filing Deadline <input type="checkbox"/>
<input type="checkbox"/> Cover Letter <input type="checkbox"/> Resume <input type="checkbox"/> Transcripts <input type="checkbox"/> Written Statement <input type="checkbox"/> Professional References

#### 4 - EMPLOYMENT HISTORY

Include your employment history, listing most recent employment first. If you had more than one position with the same employer, list each position separately. If more space is needed, continue on a blank sheet of paper using the same format. A description of the work performed in each position should be included in the accompanying resume or CV. Please provide employment history as requested below. This employment history may duplicate information listed on the accompanying resume or CV.

1.			
Employer		Position Title	
Address		City	State Zip Code
Supervisor		Phone Number	
From:	To:		
Dates Employed		Duties	
Reason for Leaving			
2.			
Employer		Position Title	
Address		City	State Zip Code
Supervisor		Phone Number	
From:	To:		
Dates Employed		Duties	
Reason for Leaving			
3.			
Employer		Position Title	
Address		City	State Zip Code
Supervisor		Phone Number	
From:	To:		
Dates Employed		Duties	
Reason for Leaving			
4.			
Employer		Position Title	
Address		City	State Zip Code
Supervisor		Phone Number	
From:	To:		
Dates Employed		Duties	
Reason for Leaving			

## 5 - ACTIVITIES AND INTERESTS

*Professional, Organizational and Community Affiliations, Awards and Honors. You may exclude those which indicate race, color, religion, national origin, veteran status, ancestry, gender, sexual orientation, age, or disability.*

## 6 - PROFESSIONAL REFERENCES

*Please list professional references of individuals not related to you who can critically assess your work qualifications and job performance. This is not a substitute for reference letters, if requested for submission.*

1)	
Name	Organization
Position Title	Relationship
E-mail Address	Phone Number
2)	
Name	Organization
Position Title	Relationship
E-mail Address	Phone Number
3)	
Name	Organization
Position Title	Relationship
E-mail Address	Phone Number

## 7 - FOREIGN LANGUAGES

Speak		Write	
Read		Fluency	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair

## 8 - ADDITIONAL DATA

Please provide any additional data that will assist in the evaluation of your application.

**9 - CERTIFICATION, AGREEMENT AND SIGNATURE** *Please read carefully before signing.*

*This application and all supporting documents become the property of the West Kern Community College District to which I have applied and will not be returned.*

**Certification:**

*I authorize the District to investigate my references, work records, education, or any other matters relating to my suitability for employment.*

*I authorize and direct my former or current employers and educational institutions to release to the District any information they may have concerning my employment or education. I also authorize the District to obtain and review any documents or records, including driving records, which are applicable to my employment. I release the parties reporting information from any and all liability related to this process of supplying or gathering any information about my suitability for employment.*

The District is hereby authorized to contact my **present** employer\*  Yes  No  
The District is hereby authorized to contact my **past** employers\*  Yes  No  
The District is hereby authorized to contact other references\*  Yes  No

*\*During the selection process, the District may conduct reference checks with employers or supervisors listed on this application as well as others. If you do not want a certain employer or supervisor contacted initially, please indicate **who** and **why**:*

*I hereby certify that the information I have provided in applying for this job is true and complete to the best of my knowledge and belief. I acknowledge and understand that any falsification, incomplete or incorrect information, or omissions of facts in these application materials may be sufficient cause for elimination from further consideration or dismissal if hired.*

*I also understand that an incomplete application may delay or prevent employment opportunities with the West Kern Community College District.*

<i>Applicant Signature</i>	<i>Date</i>
<i>Applicant Printed Name</i>	

**West Kern Community College District is an Equal Opportunity Employer**

It encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, physical or mental disability, or sexual orientation in any of the District's policies, or procedures. The District encourages applications from all qualified applicants.

## 10 - PERSONAL DATA

*Completion of the personal data section is mandatory (your application will be considered incomplete without this form). This sheet will be separated from your application prior to review by the screening committee. This information will only be used for lawful reasons related to employment decisions made by the District.*

1) Are you able, upon employment to submit verification that you are a United States citizen or are eligible to work in the United States?

Yes  No

The Immigration Reform and Control Act of 1986 requires the District to obtain original documentation from every employee which verifies identity and authorizes employment in the United States.

2) Do you have any relatives employed by the West Kern Community College District?  Yes  No

- If yes, please list name and relationship:

3) Are you a State Teacher's Retirement System (STRS) or Public Employee's Retirement System (PERS) retiree receiving a monthly benefit?

Yes  No

4) Have you ever been dismissed or asked to resign from employment for misconduct or unsatisfactory service?

Yes  No

- If yes, please explain:

5) Have you ever been employed by or does the District currently employ you?

Yes  No

- If yes, please list date(s) of employment and position(s):

6) Have you ever been convicted, pled guilty to or pled no contest to any criminal offense by any court? You may attach additional pages as necessary. Having a criminal record does not necessarily disqualify you for employment. Each case is given individual consideration, based on job-related criteria. Please contact the Human Resources Department at 661-763-7805 should you have any questions or concerns.

DATE/CITY/STATE OF CONVICTION/ARREST(S)	SPECIFIC CHARGE OR CODE SECTIONS VIOLATED	DISPOSITION/RESULTS (Amount of fine, length of jail sentence, etc.)	ADDITIONAL COMMENTS