



MiraCosta Community College District  
 Human Resources Office, Bldg. 1000  
 One Barnard Drive  
 Oceanside, CA 92056-3899

Job Line: (760) 757-2121, ext. 6868  
 Telephone: (760) 757-2121, ext. 6860, 6855 or 6856  
 FAX: (760) 795-6867

FOR OFFICE USE ONLY
MQ=
<input type="checkbox"/> Application
<input type="checkbox"/> Cover Letter
<input type="checkbox"/> Resume
<input type="checkbox"/> Transcripts
<input type="checkbox"/>

**Application for Classified Employment**

Last name	First name	MI
Position applying for	Date	

**Instructions**

Please type or print clearly; all items must be completed in full. Do not write "see resume." Return application packet to the Human Resources Office.

A complete file is the responsibility of the applicant and should include: 1) this completed application form; and 2) all items as specified in the job announcement (if applicable). A separate application must be filed for each position.

The application procedure may include oral interviews, performance and/or written exercises. If you have a disability and need accommodation for any of these, notify Human Resources of your needs at least 5 days prior to the application deadline. This application file becomes the property of MiraCosta College and can not be returned. Classified applications are accepted only when a position vacancy is announced. If you wish to keep copies of any application materials, you must make copies before submitting them. The Human Resources staff cannot make copies of your file.

MiraCosta College is committed to providing equal education and employment opportunities to all persons regardless of, but not limited to, race, color, religion, national origin, gender, marital or parental status, mental or physical disability, age, sexual orientation or status as a Vietnam-era veteran.

MIRACOSTA COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO AN EDUCATIONAL ENVIRONMENT WHICH AFFIRMS AND SUPPORTS A DIVERSE FACULTY AND STAFF.

MI

First name

Last name

**Personal Data**

Name (last, first, middle) Date

Current or former MiraCosta student?  Yes  No

Address

City State Zip Code

Home phone (     ) Message Phone (     ) Business Phone (     )

E-mail address

Position applying for

Are you legally authorized to work in the United States?  Yes  No

**NOTE: Offer of employment is contingent upon candidate providing proof of eligibility to work in the United States. Non-Citizens must possess, at the time of application, a visa authorizing full-time employment in the U.S.**

**Education Record**

High School

Address

Degrees or diplomas

College/University/Trade or Technical

Address

Dates attended

Degrees or diplomas Major/Minor

College/University/Trade or Technical

Address

Dates attended

Degrees or diplomas

Licenses or certificates you now hold: Title Expiration date

List office skills as well as computer hardware and software applications that you know/use.

## Employment History

Begin with most recent employer. Attach additional sheet if needed. List all relevant experience.

---

1. Employer	Dates of employment	
Address		
City	State	Zip code
Phone ( )	Beginning salary	Ending salary
Title/duties		
<hr/>		
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	Hours per week:
		Reason for leaving

---

2. Employer	Dates of employment	
Address		
City	State	Zip code
Phone ( )	Beginning salary	Ending salary
Title/duties		
<hr/>		
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	Hours per week:
		Reason for leaving

---

3. Employer	Dates of employment	
Address		
City	State	Zip code
Phone ( )	Beginning salary	Ending salary
Title/duties		
<hr/>		
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	Hours per week:
		Reason for leaving

---

4. Employer	Dates of employment	
Address		
City	State	Zip code
Phone ( )	Beginning salary	Ending salary
Title/duties		
<hr/>		
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	Hours per week:
		Reason for leaving

**Personal Data**

Have you ever been employed by MiraCosta Community College District?  No  Yes

If yes, when? Under what name?

Names of relatives that are employed by MiraCosta College.

Have you ever been convicted of a felony or misdemeanor charge?  No  Yes

You must answer "YES" if you were convicted, whether by plea, jury verdict, or finding of guilt by a court in a trial without a jury. If your answer is yes, please explain on a separate page. Provide specific civil, penal and/or other code violation(s) and describe each offense, date, place and sentence or fine imposed. Attach a copy of conviction information, if possible.

Failure to answer the above question will result in your application being disqualified from further employment consideration. The California Education Code requires, in part, that community college districts shall not employ or retain in employment persons in public school service who have been convicted of certain felonies, misdemeanors, and/or misdemeanor moral turpitude (sexual offense) crimes. A conviction for other crimes may not necessarily disqualify an applicant from the job for which he/she is applying, but failure to list such convictions may result in disqualification or dismissal.

MiraCosta College is an Equal Opportunity Employer with a commitment to diversity. What qualifications or experience do you have in working with academically and socioeconomically diverse students, minority groups, and/or multi-ethnic populations?

**References**

List three professional references who are familiar with the quality of your work. Indicate any who should not be contacted at this time. We may choose to contact people other than those listed should you become a finalist.

1. Reference	Work relationship		
Work phone ( )	Home phone ( )		
Address	City	State	Zip code
2. Reference	Work relationship		
Work phone ( )	Home phone ( )		
Address	City	State	Zip code
3. Reference	Work relationship		
Work phone ( )	Home phone ( )		
Address	City	State	Zip code

I certify that all statements on this application are true and complete to the best of my knowledge and belief. I hereby authorize the MiraCosta Community College District Office of Human Resources or its designee to verify and investigate any information contained in this application or in any other of my pre-employment documents before, during and after my employment with the District. I understand that false or incomplete statements shall be sufficient cause for disqualification or dismissal.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Although every effort is made to maintain confidentiality, applicants should realize that a broad spectrum of campus personnel may be involved in the selection process.

