



PimaCommunityCollege

Human Resources

District Central Office, 4905D E. Broadway Blvd., Tucson, AZ 85709-1190
Phone (520) 206-4624 TTY 206-4852 FAX 206-4662 JOB INFO 206-4623

Application for Employment

Staff Personnel

Thank you for your interest in applying for employment with Pima Community College. The following is important information for applicants concerning the employment process.

Application

Applications are accepted for positions currently open for recruitment. Before you apply, please review the qualifications of the position as listed on the job announcement. A separate application is required for each position for which you want to be considered. Legible photocopies of the application form will be accepted, but need an original signature and date. Completed applications must be received in the Human Resources Office by the close of business on the closing date of the job announcement.

A complete application packet includes: an accurate and complete application form; unofficial transcripts if required; an original signature with date, and any other supplemental information required. An incomplete packet may delay or prevent your employment opportunities with Pima County Community College District (PCCCD). A resume and cover letter are recommended, but are not accepted in lieu of a completed application form. **All applications must be complete without referencing other materials or sources.** If more space is needed to give full answers or to list additional jobs, attach continuation sheets in the same format.

Process

First, the application and supporting materials are reviewed for completeness and timeliness, then qualifications are appraised, supplemental application materials

are screened, telephone and/or personal interviews may follow, or other methods may be used. Reference and employment checks are also made. The length of time to complete the selection process varies for each position. Applicants are notified of their status at various points during the process.

Disclosure

The application form and all attached documents become official records of PCCCD and cannot be returned. Please make a copy for your files before submitting. Applications for PCCCD employment are subject to public disclosure laws and confidentiality of information contained therein cannot be assured.

You are not required to disclose information about physical or mental limitations you believe will not interfere with your capability to do the job. However, if you would like to request a reasonable accommodation to complete this application form or to participate in any phase of the selection process, please make your request to the Human Resources Office at the above address and/or telephone number within five work days of the appropriate deadline.

General

Persons selected for appointment must comply with all laws pertaining to employment. The Immigration Reform & Control Act of 1986 requires that new employees provide documentation verifying that either they are U.S. citizens or that they are authorized to work in the United States. Pima County Community College District policy prohibits employment of relatives where one is in the supervisory chain of the other.

Pima Community College is committed to multicultural diversity and is an equal opportunity, affirmative action employer and educational institution. Women, minorities and other protected classes are encouraged to apply.

Last Name _____ First Name _____ MI _____

Position applied for _____ Job Number _____

Personal Information

Name _____
Last First Middle
Other Names Used _____
Address _____
City State ZIP
Telephone Number (day) _____ (evening) _____ e-mail address _____
Position for which you are applying _____

Post-secondary Education (Official transcripts may be required for persons *selected* for employment)

Institution _____
Name Address City State ZIP
Degree (if earned) _____ Mo. and Yr. _____
Major Field of Study _____
Other relevant subjects studied _____

Institution _____
Name Address City State ZIP
Degree (if earned) _____ Mo. and Yr. _____
Major Field of Study _____
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Degree (if earned) _____ Mo. and Yr. _____
Major Field of Study _____
Other relevant subjects studied _____

Licenses and Certificates

Please list any job-related certificates or licenses. List name, type, number and state where license or certificate was issued.

Employment History

Include all of your employment experience, listing the most recent position first. Provide your complete employment history even if you attach a resume. If you had more than one position with the same employer, list each position separately. If more space is needed, use the same format on another piece of paper, or a continuation sheet in the same format. Please explain gaps in employment.

Position _____ Employer _____
Supervisor _____ Title _____
Address _____
Telephone No. (____) _____ Dates from _____ City _____ State _____ ZIP _____
 Full-time Part-time
Responsibilities _____

Reason for leaving _____

Position _____ Employer _____
Supervisor _____ Title _____
Address _____
Telephone No. (____) _____ Dates from _____ City _____ State _____ ZIP _____
 Full-time Part-time
Responsibilities _____

Reason for leaving _____

Position _____ Employer _____
Supervisor _____ Title _____
Address _____
Telephone No. (____) _____ Dates from _____ City _____ State _____ ZIP _____
 Full-time Part-time
Responsibilities _____

Reason for leaving _____

During the course of the selection process, we may conduct employment and reference checks with the employers and supervisors listed above, as well as others. If you do not want a certain employer or supervisor contacted initially, please indicate who and why:

Note: *Final selection* consideration will be contingent upon comprehensive employment and reference checks, including any exclusions above.

References

Please list current references who are familiar with your work-related ability and background. Do not use relatives.

Name _____ Position _____

Address _____ Telephone Number (____) _____

Name _____ Position _____

Address _____ Telephone Number (____) _____

Name _____ Position _____

Address _____ Telephone Number (____) _____

General Information

Have you ever been or are you currently employed by Pima Community College? Yes No

Are you a U.S. citizen or a noncitizen authorized to work in the United States? Yes No

Have you ever pled no contest to, pled guilty to, or been convicted of a crime other than a minor traffic violation? Explain "yes" answer below.* Yes No

Have you ever been dismissed from employment or resigned in lieu of being dismissed for inefficiency, delinquency or misconduct? Explain "yes" answer below.* Yes No

Does Pima Community College employ a relative of yours? If "yes" give name and relationship below.* Yes No

Military Experience:

Branch _____ Date Entered _____ Date Discharged _____

*A "yes" answer will not automatically preclude you from employment consideration.

Remarks/Explanation:

Signature

I 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 give Pima County Community College District and its authorized agents permission to verify and/or disclose any information given in connection with this application for personnel/employment purposes. I acknowledge that any misstatements or omissions in these application materials may be cause for elimination from further consideration or dismissal if hired. I hereby authorize any and all persons and agencies to furnish to Pima County Community College District any information, including documents in my personnel file, which may be necessary to verify this application and any other materials submitted, and hereby waive any rights of privacy to the information or documents which I may have under any federal, state, or local law, ordinance or rule. I also understand that an incomplete application packet may delay or prevent employment opportunities with PCCCD.

Applicant's Signature _____ Date _____



Invitation to Self Identify

Information for Statistical Use Only



Pima Community College is an Equal Opportunity/Affirmative Action employer and educational institution. The information requested on this form is needed to measure the effectiveness of our recruitment efforts and is in compliance with federal government regulations which require all federal contractors to compile statistical information about applicants for employment. You are not required to furnish this information, but are encouraged to do so. This information will remain confidential and separate from your application. You will receive the same consideration for employment whether or not you complete this form.

For explanation/definition of items 1-18, see page 2 of this form.

1. Title of position for which you are applying _____
2. Location of position _____
3. Name _____
4. Sex: Male _____ Female _____

Ethnic Category (Check One):

- 5. White _____
- 6. Black _____
- 7. Hispanic _____
- 8. American Indian/Alaskan Native _____
- 9. Asian/Pacific Islander _____

Age: Check if applicable

- 10. 40 & over _____

How did you first learn about this vacancy?
(check one):

- 11. **PCC Job Announcement** (specify location)
 - a. College Posting _____
 - b. Agency/Organization _____
 - c. Direct Mailing _____
 - d. Internet/Electronic Job Posting (specify) _____
 - e. Other (specify) _____
- 12. **Newspaper** _____
 - a. Tucson _____
 - b. Phoenix _____
 - c. Other (specify) _____

- 13. **Journal/Periodical Newsletter**
 - a. Chronicle of Higher Education _____
 - b. Community College Weekly _____
 - c. Trade/Professional (specify) _____
 - d. Diversity Publication (specify) _____
- 14. **Dept. of Economic Security** _____
- 15. **Walk-In** _____
- 16. **Jobline** _____
- 17. **Job Fair/Professional Conference** _____
- 18. **Other** _____

Signature (optional) _____ Date _____

Explanation / Definitions

1. Please indicate the title of the job for which you are applying — use the complete title indicated on the job announcement.
2. Indicate the location of the position as identified on the job announcement; if there is more than one location indicated on the job announcement, indicate which location(s) you wish to be considered for. If there is no location indicated, indicate N/A.
3. Print your complete name as you wish to be identified.
4. Indicate appropriate identification by checking male or female.
5. **White** - (non-Hispanic) A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).
6. **Black** - (non-Hispanic) A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
7. **Hispanic** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
8. **American Indian or Alaskan Native** - A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition.
9. **Asian or Pacific Islander** - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India and Vietnam.
10. Check if you are 40 years of age or older.
11. Where did you see our announcement? (a) Indicate the name of the campus or department. (b) Any outside source that may have posted our job announcement, such as, Chicanos Por La Causa. (c) You received the announcement in the mail. (d) Such as internet, PCC home page, etc. (e) Other than a-d.
12. Check either (a) Tucson, or (b) Phoenix, or (c) check and indicate name of city or newspaper.
13. Check (a) or (b) as appropriate (c) Such as engineering, science, etc. (d) Such as Women in Education, or Journal of Black Studies.
14. Check if you were referred by DES - state employment agency.
15. Check Jobline if you learned of the job announcement from our College Jobline recording.
16. Check this box if you obtained information concerning this opening while attending a job fair or a professional conference.
17. Indicate how you were referred if other than items 11 through 17.

The Board of Governors of Pima County Community College District has affirmed that the College is an equal educational/ employment opportunity institution.

The College has policies relative to nondiscrimination on the basis of sex, sexual orientation, race, religion, color, national origin, age, Vietnam-era veterans' status and/or disability. Such policies apply to all educational programs, services, activities, and facilities, and to all terms and conditions of employment.

For further information, you may contact the Affirmative Action/Equal Opportunity Office, District Central Office, 4905D E. Broadway Blvd., Tucson, Arizona 85709-1310, or see the College's Affirmative Action Plan, available in all campus libraries.

Reasonable accommodations, including materials in an alternative format, will be made for individuals with disabilities when a minimum of five working days advance notice is given. For the general public, please contact the PCC information line at (520) 206-4500 (TTY (520) 206-4530); for PCC students, contact the appropriate campus Disabled Student Resources Office.