



P.O Box 967  
 Roseburg, Oregon 97470-0226  
 Telephone (541) 440-4626  
 Toll free in Douglas County only:  
 1-800-820-5161  
 Fax (541) 440-7712  
<http://www.umpqua.edu>

**An Equal Opportunity  
 Affirmative Action  
 Employer**

## APPLICATION FOR EMPLOYMENT

**Please note:** This application is valid only for the current position applied for. A separate application must be submitted for each position. This form was designed for use by applicants for various positions—clerical, professional, technical, and administrative. Answer the questions to the best of your ability. All information will be treated confidentially.

**PLEASE TYPE OR PRINT**

Position applied for: _____	Department: _____
Date available: _____	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temp/On call

LAST NAME	FIRST NAME	M.I.
MAILING ADDRESS	Street	City
	State	Zip Code
		Work Phone
HOME ADDRESS	Street	City
	State	Zip Code
		Home Phone

**Education and Training:** List enough education – college, nursing, trades, business, or other schooling – to meet the requirements specified in the job announcement. Copies of college or university transcripts are required for teaching or administrative positions.

Do you have a high school diploma or GED Certificate?  
 YES  
 NO  
 Highest year completed in school: \_\_\_\_\_

Name of School and Location	DEGREE	Dates Attended	Major / Subject

Additional training programs you have completed which apply to this position:

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**Skills:** List current professional or vocational licenses and certificates that are job related including foreign languages, programming micro / personal computers. Attach copies of licenses or certificates relevant to the position for which you are applying.

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## WORK EXPERIENCE

You must complete this section, **a resume cannot be substituted**. List each job separately, even if in the same organization. Describe enough work experience to meet the "Qualifications" section of the job announcement. Include volunteer work related to the job applied for. List the most important or time consuming activities and the percent of time spent on each. Use the average number of hours worked using 40 hours per week as the standard for full time work. If you need more space, use page 4 or attach additional sheets, provide the information in the same format as below, and number each job.

No. 1

CURRENT OR LAST EMPLOYER	CITY, STATE	KIND OF BUSINESS
YOUR TITLE		SUPERVISOR'S NAME & TELEPHONE NO.
		May we contact this employer for a job reference? Yes <input type="checkbox"/> No <input type="checkbox"/>
TOTAL TIME IN THIS POSITION Years:                      Months:	From (Mo, Yr.)	To (Mo, Yr.)
		Average Number of hours worked per week:
		<input type="checkbox"/> Full time/9 month position <input type="checkbox"/> Part time
Major duties (be specific):		Percent of time:
(a)		
(b)		Percent of time:
(c)		Percent of time:
(d)		Percent of time:

No. 2

EMPLOYER	CITY, STATE	KIND OF BUSINESS
YOUR TITLE		SUPERVISOR'S NAME & TELEPHONE NO.
		May we contact this employer for a job reference? Yes <input type="checkbox"/> No <input type="checkbox"/>
TOTAL TIME IN THIS POSITION Years:                      Months:	From (Mo, Yr.)	To (Mo, Yr.)
		Average Number of hours worked per week:
		<input type="checkbox"/> Full time/9 month position <input type="checkbox"/> Part time
Major duties (be specific):		Percent of time:
(a)		
(b)		Percent of time:
(c)		Percent of time:
(d)		Percent of time:

EMPLOYER CITY, STATE KIND OF BUSINESS

YOUR TITLE SUPERVISOR'S NAME & TELEPHONE NO. May we contact this employer for a job reference? Yes  No

TOTAL TIME IN THIS POSITION From (Mo, Yr.) To (Mo, Yr.) Average Number of hours worked per week:  Full time/9 month position  Part time

Major duties (be specific): Percent of time:  
 (a) Percent of time:  
 (b) Percent of time:  
 (c) Percent of time:  
 (d) Percent of time:

EMPLOYER CITY, STATE KIND OF BUSINESS

YOUR TITLE SUPERVISOR'S NAME & TELEPHONE NO. May we contact this employer for a job reference? Yes  No

TOTAL TIME IN THIS POSITION From (Mo, Yr.) To (Mo, Yr.) Average Number of hours worked per week:  Full time/9 month position  Part time

Major duties (be specific): Percent of time:  
 (a) Percent of time:  
 (b) Percent of time:  
 (c) Percent of time:  
 (d) Percent of time:

REFERENCES

If you have confidential placement credentials on file with an educational institution, please request that they be sent to the Personnel Office, Umpqua Community College, P.O. Box 967, Roseburg, OR, 97470. List three current references who are familiar with your qualifications, actual work history, and ability.

Name	Title/Occupation	Address/Phone
Personal		
Professional		
Professional		

Only the UCC President, with approval by the Board of Directors, is authorized to enter into any kind of employment agreement. All administrative and faculty contracts must be in writing and signed by the President, Board Chairperson, and the affected employee.

I understand that the making of any false statement on this application will be sufficient cause for dismissal. I hereby certify that, to the best of my knowledge, all information on this application is true and accurate. I hereby authorize Umpqua Community College to inquire as to my qualifications and character from the persons listed above as references.

Signature of applicant

Date of application



# Umpqua Community College

## General Employment Information

1. Application and related information may be obtained from Umpqua Community College, Personnel Office, PO Box 967, Roseburg, OR, 97470. Telephone (541)440-4626.
2. Official UCC applications must be completely filled out and clearly show that the applicant meets the minimum qualifications set forth in the announcement. Completed application and related materials must be received by the closing deadline. Applications received after the closing deadline will not be accepted for any reason, and failure to submit all required application materials may result in the applicant not being considered for the position. In compliance with affirmative action policies, the College does not return application materials.
3. The College reserves the right to re-advertise the position or delay indefinitely filling a position if it is deemed that the applicants for the position do not constitute an adequate applicant pool.
4. All application materials are subject to investigation and verification. False statements will be cause for disqualification, or discharge from employment.
5. Screening of applications by a college Hiring Committee will begin after the closing deadline. From those candidates interviewed, the committee will recommend the selected person to the college president. Candidates for faculty and administrative positions will not receive a contract for employment until the UCC Board of Directors has approved the hiring recommendation at the regularly scheduled monthly meeting.
6. Finalists will be invited for interview by telephone whenever possible. Those not selected for interview will be notified by mail.
7. The Hiring Committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant an interview.
8. In the interview, consideration will be given to factors other than education or experience, including, not limited to, professional development, communication skills, commitment to student needs, and commitment to community college goals.
9. The College reserves the right to administer job-related tests to applicants for certain, specified positions.
10. Each finalist for full-time faculty positions will be invited to present a 15 - 20 minute lesson on the subject he/she would be teaching. This presentation will be made to the Hiring Committee as part of the interview process.
11. The College will hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to complete the designated employers verification I-9 Form.
12. It is the policy of Umpqua Community College not to discriminate on the basis of race, color, sex, national origin, religion, disability, and others as required by Federal and State guidelines and laws, in admission and access to or treatment or employment in its programs or activities.

# Confidential

Maintained by UCC Personnel Office (for EEO/AA purposes only)

Submitting this information is voluntary but the information we collect is essential to our compliance with UCC's affirmative action program as prescribed by Titles VII and IX of the Civil Rights Act, the Rehabilitation Act, and the Vietnam-era Veterans Readjustment Act.

It is the policy of Umpqua Community College not to discriminate on the basis of race, color, sex, national origin, religion, marital status, in admission and access to, or treatment or employment as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Acts of 1967 and 1975, Americans With Disabilities Act of 1990, Oregon Revised Statutes, and their amendments and implementing regulations. Questions, complaints, or requests for a copy of the College's Discrimination Grievance Procedure may be directed to Joanne Hayes, Umpqua Community College, Administration Building, PO Box 967, Roseburg, Oregon, 97470. Telephone (541) 440-7690 or TDD (541) 440-4626.

### Ethnic Group

\_\_\_\_\_ American Indian/Alaska Native (1)  
\_\_\_\_\_ Black, non-Hispanic (2)  
\_\_\_\_\_ Asian/Pacific Islander (3)  
\_\_\_\_\_ Hispanic (4)  
\_\_\_\_\_ White, non-Hispanic (5)  
\_\_\_\_\_ Other \_\_\_\_\_ (6)  
\_\_\_\_\_ U.S. Citizen \_\_\_\_\_ Resident Alien  
\_\_\_\_\_ Non-Resident Alien

\_\_\_\_\_ Male \_\_\_\_\_ Female

Date of Birth \_\_\_\_\_

### Qualified disabled or Vietnam era veteran?

\_\_\_\_\_ Yes \_\_\_\_\_ No

### From what source(s) did you learn of this position?

\_\_\_\_\_ UCC Personnel Vacancy Announcement  
\_\_\_\_\_ UCC's Website  
\_\_\_\_\_ Walk-in Applicant  
\_\_\_\_\_ Oregon State Employment Office  
\_\_\_\_\_ Friend or relative  
\_\_\_\_\_ *The News-Review*  
\_\_\_\_\_ *The Oregonian*  
\_\_\_\_\_ Other (please specify) \_\_\_\_\_

Have you ever been convicted of a crime related to the position for which you are applying?

No  Yes

If Yes, explain (exclude those cases within an expunged juvenile record or minor traffic violations). Conviction does not necessarily disqualify you from further consideration of employment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME \_\_\_\_\_

(please print)

Social Security No. \_\_\_\_\_

Position applied for: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### For office use:

Position category

\_\_\_\_\_ Administrative (1)  
\_\_\_\_\_ Faculty (Counselors) (2)  
\_\_\_\_\_ Prof. Non-faculty (3)  
\_\_\_\_\_ Secretary/Clerical  
(specialist, coord., bookstore) (4)

\_\_\_\_\_ Technical/Paraprofessional  
(data processing, tutors, aids, lifeguards,  
childcare workers) (5)  
\_\_\_\_\_ Skills crafts (stagehands) (6)  
\_\_\_\_\_ Service/Maintenance (cafeteria,  
security guards) (7)