



29 Emmons Park Dr.

Taft, California 93268 (661) 763-7700

APPLICATION FOR CLASSIFIED EMPLOYMENT

Position Applied For: _____

Personal:

Name (Last) _____ First _____ Middle _____ Social Security Number (Voluntary for applicants) _____

Street Address: _____ City: _____ State: _____ Zip: _____

Home Telephone: _____ Message Telephone: _____

Do you have any existing physical or mental condition that would prevent you from performing the essential functions of the position for which you are applying? Yes _____ No _____

If yes, please describe this condition: _____

Have you ever been convicted of a crime other than a minor traffic violation? Yes: _____ No: _____

If yes, please explain: _____

Skills:

| Clerical Skills | | | Maintenance/Custodial Skills | | | Other Skills | | |
|-----------------|-------|-------|------------------------------|-------|---------|----------------|-------|---------|
| Yes | No | WPM | Yes | No | Yrs Exp | Yes | No | Yrs Exp |
| Typing | _____ | _____ | Automotive | _____ | _____ | Cooking | _____ | _____ |
| Shorthand | _____ | _____ | Carpentry | _____ | _____ | Serving | _____ | _____ |
| Word Processing | _____ | _____ | Electrical | _____ | _____ | Cashiering | _____ | _____ |
| Calculator | _____ | _____ | Painting | _____ | _____ | Graphics | _____ | _____ |
| Accounting | _____ | _____ | Plumbing | _____ | _____ | Administrative | _____ | _____ |
| Database | _____ | _____ | Groundwork | _____ | _____ | Security | _____ | _____ |

Education:

| School | Name & Location | Major Course of Study | Circle Last Yr. Completed | Graduate? | | Degree or Units Completed |
|-----------------|-----------------|-----------------------|---------------------------|-----------|----|---------------------------|
| | | | | Yes | No | |
| Elementary | | | 5 6 7 8 | | | |
| High School | | | 1 2 3 4 | | | |
| College | | | 1 2 3 4 | | | |
| Other (Specify) | | | 1 2 3 4 | | | |

(Please complete both sides of application)

Work Experience:

(Start with your present or most recent job. Include military service assignments and volunteer activities. You may EXCLUDE organization names that indicate race, color, religion, gender, national origin, handicap or other protected status.)

| | | |
|--------------------------------|----------------------------------|----------------|
| Employer | Dates Employed From: To: | Work Performed |
| Address Telephone () | | |
| Job Title | Salary Start: End: | |
| Supervisor | | |
| Reason for Leaving | Hours per week: | |

| | | |
|--------------------------------|----------------------------------|----------------|
| Employer | Dates Employed From: To: | Work Performed |
| Address Telephone () | | |
| Job Title | Salary Start: End: | |
| Supervisor | | |
| Reason for Leaving | Hours per week: | |

| | | |
|--------------------------------|----------------------------------|----------------|
| Employer | Dates Employed From: To: | Work Performed |
| Address Telephone () | | |
| Job Title | Salary Start: End: | |
| Supervisor | | |
| Reason for Leaving | Hours per week: | |

References:

| Name | Street Address | City/State | Telephone () |
|------|----------------|------------|---------------------|
| | | | () |
| | | | () |
| | | | () |

Individuals selected for classified positions are required to complete the following PRIOR to employment:

- *Sign a loyalty oath.
- *Provide evidence of eligibility to be employed in the U.S.
- *Take and pass a physical examination at the District expense.

- *Fingerprint screening required
- *Provide proof of freedom of tuberculosis by X-ray or intradermal test at the District expense.

I HEREBY AUTHORIZE the West Kern Community College District to obtain personnel information from any previous employers or references.

I HEREBY CERTIFY that all statements made hereon are true and correct to the best of my knowledge. I understand that any false statements made on this application may be cause for non-employment or for dismissal, if employed.

Signature: _____

Date: _____