



# LOS ANGELES COMMUNITY COLLEGES

City • East • Harbor • Mission • Pierce • Southwest • Trade-Technical • Valley • West

## APPLICATION FOR ADMINISTRATIVE POSITION

A SEPARATE APPLICATION PACKET IS REQUIRED FOR EACH POSITION

Job Title: \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last Name First Name M.I.

Address \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

City \_\_\_\_\_ Alternate Telephone ( ) \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email Address \_\_\_\_\_

Are you authorized to work in the United States? Yes No  
Consider me for the following area(s): Instructional Services Student Services  
*(MANDATORY) As an applicant of the Los Angeles Community College District, you must provide a valid email address. This email address will be used for correspondence regarding your recruitment status, selection or initial hiring with the LACCD.*

Instructional Services includes traditional academic programs, career education, cooperative education, evening instruction, learning resources, libraries, instructional media, outreach, vocational education, work experience education and community services.

Student Services includes admissions and records, registration, financial aid, disabled, student activities and veteran's affairs.

### EDUCATION SUMMARY ("see resume" is NOT acceptable).

Name of Institution	Location	Major or subject	Diploma or degree earned	Date from (mo./yr.)	Date to (mo./yr.)

### EXPERIENCE SUMMARY ("see resume" is NOT acceptable): Abbreviate the experience in the table below for quick reference by staff.

Employer (name of Company, Institution or Individual; city and state)	Title of position	Employed from (mo./yr.)	Employed to (mo./yr.)	Full time, or percentage of full time	Name of Supervisor or Administrative Officer

**PAGE LIMIT:** The number of supplementary pages attached to your application is **limited to eight (8) single-sided pages, size 8 1/2 x 11 inches, including the resume** but not including transcripts. Do not include video, slides, CD, books, dissertations, photographs, etc...

**UNSOLICITED MATERIALS, INCLUDING LETTERS OF REFERENCE WILL BE DESTROYED.**  
They **will not** be **returned**.

**CREDENTIALS:** Credentials are not required provided the applicant meets minimum degree/experience requirements for an administrative position: a master's degree (verified by original transcript) and completion of one year of formal training, internship or leadership experience reasonably related to the administrative assignment.

Exact title of credential	Subject authorization (major)	Subject authorization (minor)	Date Issued	Date of expiration

**REFERENCES:** The contact information for three confidential references is requested. Telephone numbers are required since the referents listed may be contacted by the District by telephone. You should include all your immediate supervisors for the last three years. Do not submit letters of reference.

LIST YOUR CURRENT OR MOST RECENT EMPLOYER AS REFERENT NUMBER ONE.

Name and title of referent	Address	Telephone (include area code)

Briefly summarize any experiences, other than formal education or employment, that have prepared you for administrative service (more detail can be in your resume).

Briefly summarize what strengths and/or leadership abilities relevant to administration you possess that should be considered (more detail can be in your resume).

Additional Information: Please summarize any additional information that you believe would assist in the evaluation of your qualifications for this field of competition. This may include educational experiences, professional services, civic and professional organizations, private study, travel, or other activities which contributed to your educational development (more detail can be in your resume).

**IMPORTANT NOTICE - PLEASE READ CAREFULLY BEFORE SIGNING - Applicant's Certification and Agreement**

I hereby certify that all my statements and answers which I submit or have submitted in this employment application are true and complete to the best of my knowledge and made without any reservation or evasion. I understand that untrue, falsified or incomplete statements, or omission of requested information, in the application may be considered cause for rejection of the application or for dismissal. I understand that the District may conduct an investigation into my application to the extent authorized by law. I understand I will not be permitted to review my application file. **I authorize all of my previous employers, personal references (and public or private agencies that have issued me a professional or vocational license) to respond to verbal or written inquiries from the District regarding my employment.** I also request and consent to the release and disclosure of all educational records from any and all public or private educational institutions that I have attended to the District, including, but no limited to: all records of my academic performances, courses taken, grades, diplomas, degrees, and other honors conferred. I also authorize investigation of all statements made in my application to the extent authorized by law. I understand that the District will treat materials and information obtained by investigation of my background and application as confidential employment records.

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

**Applicant's checklist**

- Application Form C318
- Voluntary Diversity Form C818
- Resume
- Transcripts