



CLASSIFIED EMPLOYMENT APPLICATION

Position
Title:

PERSONAL INFORMATION

First Name:		Middle Name:		Last Name:		
Address:			City:		State:	Zip Code:
Primary Contact Number:		Alternate Contact Number:		Email Address:		
Do you possess a valid driver's license? ____ Yes ____ No		Driver's License Number (if position requires a driver's license)		State Issued:		Expiration Date:
Pursuant to the Immigration Reform and Control Act of 1986, upon employment can you provide documentation of proof of citizenship or authorization to work in the United States? ____ Yes ____ No		What type of employment are you willing to accept? (Check all that apply) ____ Full-Time ____ Part-Time ____ Temporary/ Hourly/ Substitute		Have you ever worked for Citrus College? ____ Yes ____ No ----- If yes, indicate dates of employment and departments		

EDUCATIONAL INSTITUTIONS

College or University Name:	Major:	Degree Earned/Conferred: ____ Yes ____ No	Type of Degree:
If no degree received, number of years completed:			

College or University Name:	Major:	Degree Earned/Conferred: ____ Yes ____ No	Type of Degree:
If no degree received, number of years completed:			

High School Name:	Diploma Earned: ____ Yes ____ No	GED Earned: ____ Yes ____ No
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EMPLOYMENT EXPERIENCE

Employer Name:	Address:	City, State, Zip Code:	
Name Used While Employed:	Begin Date:	End Date (Leave blank if still employed):	Total Number of Years/Months:
Job Title:	Number of Hours Worked per Week:		Supervisor's Name:



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Describe Work Performed:

Employer Name:	Address:	City, State, Zip Code:	
Name Used While Employed:	Begin Date:	End Date (Leave blank if still employed):	Total Number of Years/Months:
Job Title:	Number of Hours Worked per Week:		Supervisor's Name:

Describe Work Performed:

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Job Title:	Number of Hours Worked per Week:		Supervisor's Name:

Describe Work Performed:



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EMPLOYER CONTACT INFORMATION

May we contact your current employer: ____ Yes ____ No	May we contact your former employer: ____ Yes ____ No
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REFERENCES

Name of Reference:	Title:	Institution/Business:	Phone Number:
How do you know this reference?			
Name of Reference:	Title:	Institution/Business:	Phone Number:
How do you know this reference?			
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Name of Reference:	Title:	Institution/Business:	Phone Number:
How do you know this reference?			

ADDITIONAL INFORMATION

Use this space to summarize any additional knowledge, skills, and/or abilities which you feel are necessary to describe your full qualifications (e.g., use of typewriter, computer, software programs, etc.):
Please list any state licenses, certificates or permits you possess which are applicable to this position:
Please list any positions for which you have taken an employment test at Citrus College within the last year:



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CRIMINAL HISTORY

Have you ever been convicted of a crime other than minor traffic violations, including nolo contendere pleas and judicial set asides?

____ Yes (You are required to report the conviction(s) in writing using the District's Confidential Record of Conviction (Form 101), which must be received in the Office of Human Resources prior to the close/first consideration date of the position for which you are applying. A plea of guilty (including nolo contendere pleas and judicial set asides) or a finding of guilt by a court in a trial without a jury is deemed to be a conviction, including convictions for controlled substances and sex offenses as defined under Education Code Sections 87010 and 87011, irrespective of a subsequent order under the provisions of Penal Code Section 1203.4. Please note that a conviction record does not necessarily exclude you from employment with this District.)

____ No

AGREEMENT

I hereby authorize this organization to investigate, through whatever means deemed appropriate, any information included in this application and all facts resulting from the investigation unless otherwise noted.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Applicant's Name

Applicant's Signature

Date