

ADJUNCT FACULTY APPLICANT INFORMATION

Welcome to Palomar College. The Human Resource Services Office is eager to help you with the application procedures for part-time teaching opportunities.

The Application:

Please complete the Palomar College Application for Adjunct Faculty Academic Employment. You must complete a separate application for each department for which you would like to be considered. You are encouraged to submit a résumé, transcripts, and other supporting materials directly related to your qualifications. If you need assistance with the application process because of a disability, please notify the Human Resource Services Office as soon as possible.

We are required by state and federal law to maintain records with respect to demographic data of our applicants. The information is voluntary and will be used for statistical purposes only. Please answer the appropriate questions on the **Confidential Data Sheet**. Employment opportunities will not be affected by failure to provide the requested information.

Minimum Qualifications:

1. An accredited Degree, usually a master's degree, and/or experience established by the department in accordance with Title 5 of the California Code of Regulations; **OR**
2. A valid California Community College Instructor Credential in an appropriate subject area (there may be a degree requirement in addition to the credential); **OR**
3. Education and experience that is equivalent to the minimum qualifications. Applicants who seek equivalency must submit a completed Equivalency Qualifications Form; **AND**
4. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students.

The Process:

Your application will be forwarded to the appropriate department for review and consideration. If there is not a need for part-time instructors when you apply, the department will retain your application for future consideration. If you are a candidate for a part-time teaching assignment, the department will contact you for an interview. With so many applicants seeking part-time teaching, we regret that we cannot respond to each application we receive.

Employment:

All offers of employment are subject to administrative and Governing Board approval. If you are offered a teaching position, be advised that the offer is not official until further approval is obtained and your qualifications have been verified. When you have been offered a position, please come to Human Resource Services to complete the necessary paperwork to initiate your employment.

Thank you for your cooperation and interest in Palomar College. Please review the preceding information before submitting your application to insure that you have done everything you can to enhance your potential for employment. For other employment opportunities at Palomar, call our 24-hour Job Line at (760) 891-7201 or check out our web site at:

<http://www.palomar.edu/hr>

PALOMAR COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

<input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall Year: _____
_____ Signature, Department Chairperson, Director

PALOMAR COLLEGE

ADJUNCT FACULTY APPLICATION for EMPLOYMENT

Palomar College
 1140 W Mission Road
 San Marcos, CA 92069
 (760)744-1150 Ext. 2890

For Department & Program use only									
1. Proposed courses									
Course ID			Course ID			Department Name			
2. Minimum Quals Verification:									
<input type="checkbox"/> Meets MinQuals					<input type="checkbox"/> Needs Equivalence Approval – form attached with support documentation				
Code	Acct	Dept	Prgrm	Prj/Grt	Code	Acct	Dept	Prgrm	PrjGrt

PLEASE SUBMIT ONE APPLICATION PACKET PER POSITION / DEPARTMENT FOR WHICH APPLYING

This application must be completed even with resume attached. PLEASE PRINT OR TYPE	Date of Application
Position Title	Department
Name	
Mailing Address	
Email Address	
[] Home Phone	[] Work Phone
Social Security Number	
Are you a citizen of the United States of America? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no, do you have the appropriate documentation to work in the USA? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Type of Documentation:	Expiration Date:
At any time have you ever been a student or an employee - permanent, short-term, substitute, faculty, at Palomar College? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, full name, or names used:	
Give any additional information you wish covering your qualifications for this position. Attach additional sheet if more space is required for any section of this application. If required or beneficial in the performance of the job for which you are applying, please list any languages other than English, which you speak and write.	

Educational Background List all educational institutions attended. The complete and accurate information on all items below will be used as the preliminary basis for determining salary.

Institution Name	Location	Title of Degree	Field of Study		Upper Division Grad Hours	
Graduate & Undergraduate		Year Awarded	Major	Minor	Sem	Qtr
		Year				
		Year				

Institution Name Continued Graduate & Undergraduate	Location	Title of Degree Year Awarded	Field of Study		Upper Division Grad Hours	
			Major	Minor	Sem	Qtr
		Year				
		Year				

Enter total semester units earned after the first master's degree. 1 quarter unit = 2/3 semester unit

If you lack the minimum qualification, complete the supplemental application for equivalency, which can be obtained from Human Resource Services. List your areas of specialization within your major and minor that relate to the position for which you are applying.

Military Service

Branch of Service

Active duty from

To

Licenses or Credentials List any applicable technical or professional.

Name and Type	Date Issued	Where Issued	Expiration Date

If required for the position, please print your California Drivers License Number

Expiration Date

College Teaching or Counseling Professional Experiences List your last 4 employers, assignments or volunteer activities, starting with the most recent. Include military experience and any previous experience with Palomar College.

1. Educational Institution	Full time or % of full time	Dates Employed Month & Year		Summarize the nature of the work you performed and your job responsibilities, including subjects taught and level.
		From	To	
Address		Total Years & Months in Position?		

2. Educational Institution	Full time or % of full time	Dates Employed Month & Year		Summarize the nature of the work you performed and your job responsibilities, including subjects taught.
		From	To	
Address		Total Years & Months in Position?		

3. Educational Institution	Full time or % of full time	Dates Employed Month & Year		Summarize the nature of the work you performed and your job responsibilities, including subjects taught.
		From	To	
Address		Total Years & Months in Position?		

4. Educational Institution	Full time or % of full time	Dates Employed Month & Year		Summarize the nature of the work you performed and your job responsibilities, including subjects taught.
		From	To	
Address		Total Years & Months in Position?		

Other related experiences List non-teaching, counseling, innovative projects or ideas and special skills and other experiences which reflect your ability to work creatively and that may qualify you for work with Palomar College.	
Name of Employer, address, and dates	Description of Experience

References: List three professional references **other than family members or previous supervisors** who have current knowledge of your ability to meet the requirements of this position.

Name	Position Title	Telephone	Address
		()	
		()	
		()	

Governing Board Policy 106 requires disclosure of the following:

Are you related by blood, adoption or marriage to any person presently employed by or affiliated with Palomar College in any capacity? Yes No **If yes, please list all relatives and relationship (attach additional sheets for additional relatives):**

Name of Relative _____ **Relationship** _____

To view the District's nepotism policy, visit www.palomar.edu/GB/manuals/BoardMan.pdf (B.P. 106 - Nepotism)

Applicant Certification and Waiver

I certify under penalty of perjury under the laws of the State of California that all statements in my application for employment and any other information or documentation submitted in conjunction with my application for employment are true and complete to the best of my knowledge. I understand that false or incomplete statements or omissions of material facts in conjunction with this application for employment shall be cause for refusal of employment, or, if employed, cause for immediate dismissal.

I understand that, as part of the interview process, a thorough and complete background investigation may be conducted regarding my character, general reputation, professional characteristics, employment, work habits and educational background.

I authorize agents of Palomar Community College District to investigate and verify all statements made on this application to include contacting my previous employers and references provided by me. I further authorize my previous and current employers, as well as all educational institutions that I attended, personal references, and public or private agencies that have issued me either a professional or vocational license to release to the Palomar Community College District, any and all records and other information maintained in their custody and control and which regard any and all aspects of my employment relationship, history and educational background with said employers, educational institutions, personal references and public or private agencies. I understand and acknowledge that this authorization may permit positive as well as negative information to be released to the Palomar Community College District from the individuals listed as references herein and the agents or employees of my former employers to answer any inquiry relevant to my application, and I hereby release the foregoing individuals from liability for responding to such inquiries.

I understand that this application is not a contract, and it is not an offer of employment. If I am offered employment, such offer may be conditioned on submission to a physical or medical examination and my meeting lawfully required physical or medical standards for employment. I understand that if the District extends a tentative offer of employment to me, my fingerprints will be taken and I will be subject to a fee for a criminal records check. I also understand that a formal offer of employment will be contingent upon the results of the criminal records check. I also understand that if employed I will be required to submit verification of my identity and authorization to work in the United States of America within three working days after employment begins, and that additional information about me will be required for statistical purposes.

Applicant's Signature

Date



Confidential Applicant Data Form

Palomar College is an Equal Opportunity Employer. Equal opportunity is offered to all employees and applicants for employment without regard to such matters including, but not limited to: ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, medical condition, marital status, political affiliation, veteran status, and protected union activities under the Educational Employment Relations Act (EERA). To view the District's unlawful discrimination policy, please visit www.palomar.edu/hr/forms/UnlawfulDiscriminationPolicy.pdf.

The information requested on this form is for data purposes only and is voluntary on your part. The District collects this information pursuant to federal and state regulations. For your protection, we will store this form in a separate, confidential location away from your application.

Name: _____ Social Security Number: _____
Last First

Position/Department: _____ Position Number: _____

Date: _____ I prefer not to complete this form.

1. RACE/ETHNICITY:

a) Are you Hispanic or Latino? Yes No

b) What is your race/ethnicity? Check one or more:

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Korean |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Laotian |
| <input type="checkbox"/> Central American | <input type="checkbox"/> Chinese | <input type="checkbox"/> Samoan |
| <input type="checkbox"/> Mexican, Mexican-American, Chicano | <input type="checkbox"/> Filipino | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> South American | <input type="checkbox"/> Guamanian | <input type="checkbox"/> Asian (Other) |
| <input type="checkbox"/> Hispanic (Other) | <input type="checkbox"/> Hawaiian | <input type="checkbox"/> Pacific Islander (Other) |
| <input type="checkbox"/> White | <input type="checkbox"/> Japanese | |

2. SEX: Female Male

3. WORK AUTHORIZATION: Are you legally authorized to work in the United States of America? Yes No

Work documentation/visa type and expiration date: _____

4. DISABLED: As defined by law, a person with a disability is one who: 1) has a physical or mental impairment that substantially limits one or more major life activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment.

a) I am a disabled individual. Yes No

b) I require accommodation(s) to assist me in the employment process. Yes No

If you require accommodation(s), please describe your needs below. You may also contact our office confidentially at (760) 744-1150 ext. 3024, palomarjobs@palomar.edu, or via TTD at (760) 744-7671 to discuss your needs. The District is committed to an interactive process to identify and provide reasonable accommodations for applicants with disabilities.

5. HOW DID YOU LEARN ABOUT THIS POSITION? Check all that apply:

a) Website:

- CalJOBS (www.caljobs.ca.gov)
- CraigsList (www.sandiego.craigslist.org)
- EdJoin (www.edjoin.org)
- HigherEdJobs.com
- HERC (www.socalherc.org)
- HotJobs.com
- InsideHigherEd.com
- Palomar College (www.palomar.edu/hr)
- CCC Registry (www.ccregistry.org)
- Other website: _____

b) Other:

- Colleague/Friend/Relative
- Chronicle of Higher Education website (www.chroniclecareers.com)
- Chronicle of Higher Education print publication
- Professional Publication: _____
- Position Announcement (posted or mailed)
- Newspaper: _____
- Human Resource Services Department at Palomar College
- 24-Hour Job Line
- Job Fair
- Other (not listed above): _____

For HRS Use Only

Department Endorsement

Yes No Unable to obtain

Completed by: _____

To be completed by the Chairperson of the Faculty Senate Equivalency Committee:

The applicant's academic and professional background is equivalent to:

A. A. degree plus 6 years full-time work experience in _____

B. S./B. A. degree plus 2 years full-time work experience in _____

Master's degree in _____

Master's degree in _____

with emphasis in _____

Master's degree in _____

with certificate in _____

Bachelor's degree in _____

and Master's in _____

Eminence in _____

The equivalency is based on:

Approved by the Faculty Senate Equivalency Committee.

Disapproved by the Faculty Senate Equivalency Committee (state reasons).

Faculty Senate Equivalency Committee Chairperson

Date

Governing Board Approval Date: _____