



# Chaffey College

## **APPLICATION AND SELECTION PROCESSES**

### **APPLICATION PROCESS:**

Chaffey Community College District accepts applications for all positions through online application processes. Part-time faculty applicants may apply through the [California Community Colleges Registry](#); applicants for student employment may apply through [Chaffey Connect](#); and **all other** Chaffey College employment applications are available through [Chaffey College's Online Application](#).

Applications must be completely filled out in detail and clearly show that the applicant meets the minimum qualifications as set forth in the job announcement. Please only include the documents required as outlined in the job announcement. For instance, all administrative and academic positions must include a letter of application stating briefly how the applicant meets the qualifications; a current detailed professional resume/vitae summarizing educational preparation and experience; professional references that includes complete names, addresses and phone numbers; and educational transcripts (copies of transcripts are acceptable for the selection process).

If you wish to apply for more than one position, you must submit a separate online application with supporting documentation for each position.

Completed application and related materials are due no later than 11:59 p.m. Pacific Standard Time, on the date of the application deadline. It is important that the applicant ensures that all required supporting documents have been uploaded prior to submitting an application. An applicant only has the opportunity to edit the application and add/upload documents prior to submitting the application.

The college reserves the right to re-advertise the position or to delay indefinitely the selection process if it is deemed that applicants for the position do not constitute an adequate applicant pool.

### **THE SELECTION PROCESS:**

A screening committee will conduct all minimum qualification appraisals as set forth on the announcement and reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview. Applicants selected for an interview will be notified of the time and place of the interview. Interviews are usually held on the Chaffey College campus and are conducted by an interview committee. Additional interviews may be required.

Reasonable accommodations are provided to persons with disabilities. Should you feel you have any need for an accommodation due to a disability, please indicate this request on your application or contact the Office of Human Resources.

All application materials are subject to investigation and verification. False statements will be cause for disqualification from the applicant pool, removal from an eligibility list, or discharge from employment.

Chaffey College requires reference checking and obtaining criminal information as part of the hiring process. A reference waiver form will be provided prior to conducting reference checks. Please be advised that unless you specifically request otherwise, the college reserves the right to contact any and all current and former employers, co-workers, peers, subordinates, and educational institutions as part of its reference checking regarding your application for employment.

The college allows a 30-day period to investigate and verify representation made during the application process. Once you are identified as a finalist, we do a criminal investigation and reference/background check which includes receiving clearance from the Department of Justice/FBI for fingerprinting/LiveScan results. Applicants may be called upon to assist in obtaining reference/background information. If the information is not provided to the college within the 30-day period the college will not continue to consider the candidate for employment. The burden to have this information provided to the college is ultimately the candidate's responsibility.

**APPOINTMENT:**

All employment offers are conditional based upon the successful completion of

1. Freedom from tuberculosis report prior to the starting date
2. Any tests that the college determines necessary to evaluate abilities
3. An I-9 form and supporting documents establishing proof of the individual's identity and legal right to work in the United States, as mandated by the Immigration Reform and Control Act of 1986, prior to the starting date
4. Fingerprint clearance
5. Approval by the Governing Board for employment based on the recommendation of the Superintendent/President.

Continuation of any position is contingent upon funding. Costs associated with employment are the responsibility of the employee.