

**PERSONS EMPLOYED IN TEMPORARY/HOURLY POSITIONS MAY NOT
WORK MORE THAN A TOTAL OF 160 DAYS PER FISCAL YEAR.**

Applications for Hourly/Temporary assignments are accepted on an as needed basis. Assignments are strictly temporary positions. Needs may be for specific hourly positions, additional help, or substitute assignments. All applications will enter into our Temporary Pool for one year. Hours and days may be for part-time, full-time, long-term, and/or short-term assignments.

HOURLY/TEMPORARY POOL - APPLICATION INSTRUCTIONS

1. **A COMPLETE APPLICATION PACKET MUST INCLUDE THE FOLLOWING CONTENTS:**
(Please do not send any attachments separately. Faxed Applications or materials cannot be accepted.)
 - a. A **completed** Coast Community College District Hourly/Temporary application form. **REQUIRED**
 - b. Current Resume. **RECOMMENDED**
 - c. Cover Letter providing detailed information about your professional experience, educational background, knowledge, skills, abilities and other pertinent information. **RECOMMENDED**
2. Complete all questions and sections of the application. Please type or print neatly in ink. For questions which may not apply, indicate "n/a" (not applicable). If you do not know an answer, please indicate so, but do not leave any space blank.
3. The District will not return or make copies of application or attachments. Please make copies for your own personal records.
4. Additional Information: If you need additional information on these procedures, please contact Applicant Processing: (714) 438-4714 or 4715. Office hours are 8 a.m. to 5 p.m., Monday through Friday.
5. Mail completed application to: Coast Community College District, Attn: Applicant Processing, 1370 Adams Avenue, Costa Mesa, CA 92626.

APPLICATION PROCEDURES:

The District will consider only individuals who submit a complete application. Applications will be forwarded to department supervisors who are requesting additional temporary, on-call, or substitute positions. The application will remain in the Temporary Pool for positions throughout the District for one year. Reasonable accommodations will be made for any physical or mental limitations of a handicapped person under provisions of the ADA.

Equal Opportunity Employer

**Office of Human Resources
Applicant Processing**

IMPORTANT INFORMATION – PLEASE READ

1. ASSIGNMENTS

The Hourly/Temporary Pool is for **PART-TIME TEMP WORK ONLY**. Your application will be entered into temporary pools based on the qualifications and skills that you provide. The District Office **will not** be able to advise you on the status of your application until jobs become available in the Pool. If you are seeking full-time permanent positions or need additional information, please contact the Applicant Processing Office at 714-438-4714 or 4715 Mon-Fri, 8 a.m. to 5 p.m., or call our **24-hr. Job Hotline (714-438-4744)** for information regarding full-time employment.

When contacted, you will be informed about the assignment that is open, i.e. campus location, supervisor, department, hours of work, pay rate, etc. You need not accept all offers, but flexibility will provide you with more opportunities to work.

It's a good idea to let the Temporary Pool Office know your availability (if your assignment has ended or been extended), so that we may keep up-to-date information on your availability.

2. PAY RATE

Rate of pay is contingent upon each individual assignment and your past experience and working history.

3. TIME CARDS

A time card should be provided to you on your first day of work by your supervisor. Timecards consist of four (4) copies. Please turn in your timecard to your supervisor and keep a copy for your records.

4. PAYDAYS – PAY PERIODS

Paydays are the 10th of each month; if the 10th falls on a weekend, payday will be on Friday. Unless special arrangements are made, your paycheck will be available for pickup in Applicant Processing at the District Office. Exceptions can be made for long-term assignments, in which case the campus business office will be designated as your pay site. **IN ORDER TO PREVENT ANY DELAYS IN BEING PAID**, it is very important that you personally contact our office in order to let us know if your assignment has ended, been extended, or if you have been reassigned to another position. **PAYDAYS** for clerical pool personnel **ARE ONCE A MONTH**, which is the same schedule as all District hourly employees. Your first paycheck date depends upon your start date (see below for example).

Example:	Pay Period:	01/10 to 2/9
	Timecard Due:	02/10
	Payday will be:	03/10

5. PAYROLL DEDUCTIONS

Effective 01/01/92, Federal Law requires every employee to be enrolled in a retirement program.

Public Agency Retirement Systems (PARS) is the program selected by Coast Community College District for all employees not enrolled in PERS or STRS. A 6.2% deduction will be made on all earnings each payday.

6. AVAILABILITY

Please keep us informed of your availability. Your application will be **KEPT ON FILE FOR ONE (1) YEAR**, unless you are in an active status (on assignment).

Use this space to present your qualifications, skills, experiences, and relevant vocational/professional licenses:

SKILLS/EXPERIENCE: (Check all areas in which you have experience)

Accounting:		Computers:		Secretarial/Administrative:		Other:	
<input type="checkbox"/>	Accounting/Bookkeeping	<input type="checkbox"/>	IBM PC	<input type="checkbox"/>	Customer Service	<input type="checkbox"/>	Mailroom
<input type="checkbox"/>	Cashier	<input type="checkbox"/>	Macintosh	<input type="checkbox"/>	Dictaphone	<input type="checkbox"/>	Postage Meters
<input type="checkbox"/>	Payroll	<input type="checkbox"/>	Data Entry	<input type="checkbox"/>	Filing	<input type="checkbox"/>	Duplicating Equipment
<input type="checkbox"/>	Purchasing	<input type="checkbox"/>	Internet	<input type="checkbox"/>	Minutes	<input type="checkbox"/>	Security
<input type="checkbox"/>	10-Key (by touch)	<input type="checkbox"/>	Access	<input type="checkbox"/>	Proofreading	<input type="checkbox"/>	Swap Meet Attendants
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Excel	<input type="checkbox"/>	Public Relations	<input type="checkbox"/>	Maintenance
<input type="checkbox"/>		<input type="checkbox"/>	MS Word	<input type="checkbox"/>	Receptionist	<input type="checkbox"/>	Custodial
<input type="checkbox"/>		<input type="checkbox"/>	Power Point	<input type="checkbox"/>	Shorthand wpm:	<input type="checkbox"/>	Bus Drivers
<input type="checkbox"/>		<input type="checkbox"/>	Other:	<input type="checkbox"/>	Switchboard	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Typing wpm: REQUIRED	<input type="checkbox"/>	

Reference checks will be required prior to offer of employment.			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Can you, after employment, submit proof of your legal right to work in the U.S.?			
No	<input type="checkbox"/>	Have you ever been convicted of a felony or misdemeanor?	
Yes	<input type="checkbox"/>	Yes. Requires completion of a "Police Record Data Form" available at the District Personnel Office. Completed form must be reviewed by Human Resources manager to determine eligibility for employment before your application can be accepted. A record of conviction may not disqualify you from employment, but failure to list all convictions may result in disqualification or dismissal. <i>Police Record Form is confidential, remains in Human Resources, and will not be forwarded with application.</i>	
OHR USE ONLY		Police Record Reviewed:	Approved Denied Signature/Date:

READ CAREFULLY

I solemnly swear (or affirm) that all statements contained herein are correct and that I have not knowingly withheld any fact that would detrimentally affect my application. I understand that any misstatement of material facts contained in this application will be cause for rejection of the application or discharge from service with the Coast Community College District.

I understand, if hired, as an employee of a public agency, I will be required to sign a Loyalty Oath.

Signature: _____

Date: _____

Application Will Remain on File for One Year



COAST COMMUNITY COLLEGE DISTRICT

Office Of Human Resources

1370 Adams Avenue, Costa Mesa, CA 92626

(714) 438-4714 or (714) 438-4715

This form is to be completed ONLY by applicants who have been convicted of a misdemeanor or felony. A separate form is required for each conviction.

Information on this form is confidential and is used only by CCCD Office of Human Resources staff to determine your eligibility for employment. It will remain in the Human Resources Office and is not forwarded with your application to the selection committee.

ALL SECTIONS MUST BE COMPLETED

- 1. **Position Applied for:** _____ **Job #** _____
- 2. **Date of Conviction:** _____
- 3. **Location of Conviction (City, State)** _____
- 4. **Code and Section Number of Conviction** _____
- 5. **Statement of Facts:** *(Please write a brief statement describing the case, including damage amount dollars and persons injured, if any.)*

- 6. **Final Conviction as recorded on official court docket:** *(Sentence, fines paid, probation or parole period and conditions.)*

I understand that employment with the Coast Community College District may be subject to termination if there has been any misrepresentation of information submitted.

- 7. **Print Name** _____
- 8. **Date** _____
- 9. **Signature of Applicant** _____

THIS SECTION FOR HUMAN RESOURCES USE ONLY				
<i>Eligible for Employment</i>	<i>Yes</i>	<i>No</i>		
<i>Reason:</i>	<i>Ed Code</i>	<i>87010</i>	<i>87011</i>	<i>CDL</i>
<i>Reviewed By</i>				<i>Other MQ</i>
<i>Signature of Reviewer</i>				<i>Date</i>