

**Job Number: 0910C0012(IH)**  
**Please put this number on the application.**



**West Valley-Mission  
Community College District**

**INTERNAL EMPLOYMENT OPPORTUNITY**

**OPEN TO ALL INTERNAL PERMANENT WVMCCD SEIU EMPLOYEES  
"PURSUANT TO SEIU COLLECTIVE BARGAINING AGREEMENT ARTICLE 22"**

**APPLICATION DEADLINE: Monday, January 25, 2010, 5:00 P.M.**

**POSITION: SENIOR OFFICE COORDINATOR**

The Senior Office Coordinator plans, organizes and coordinates the day-to-day operation of an assigned instructional division office in such a manner as to enhance and promote the overall efficiency and effectiveness of the system; serve as an administrative assistant to the Division Chair and as a liaison between the Division Chair, Department Chairs, other academic and support staff, students, other college representatives and the public; coordinate communications and the timely flow of paperwork; process materials not requiring the attention of the Division Chair; prepare financial and statistical reports and other documents using automated equipment.

**DEPARTMENT:** Office of Instruction - Mission College

**ASSIGNMENT:** 100% of full time, 37.5 hours per week, 12 months per year. Work schedule may change to include some evening or weekend hours as needed.

**SALARY:** **Range 57** - \$3,630 - \$3,951 entry-level salary / \$3,630 - \$4,762 maximum earnable excluding longevity and professional growth

**MINIMUM QUALIFICATIONS:**

Any combination equivalent to:

- Graduation from high school supplemented by college-level course work in business or related field **AND**
- Three years of increasingly responsible administrative secretarial or office coordination experience, including at least one year of experience involving the operation of microcomputers using word processing, spreadsheet and data base management applications software.

**SEE ATTACHED JOB DESCRIPTION**

**TO APPLY:** Application packet must include the following documents. **DO NOT STAPLE DOCUMENTS TOGETHER. USE A PAPERCLIP OR OTHER MEANS OF BINDING.** *Please submit documents in this order:*

- A completed West Valley-Mission Community College District Classified Employment Application (*see attached*)- including completion of Diversity Statement located on first page of the employment application.
- A current, typed, detailed resume.
- A completed supplemental questionnaire (*see attached*)
- A completed Personal Data Report Form (*next to the last page of the application*).

**APPLICATION DEADLINE: Monday, January 25, 2010, 5:00 P.M.**

Documents to be considered for this position must be received in the Human Resources Department  
West Valley - Mission Community College District  
14000 Fruitvale Avenue, Saratoga, CA 95070-5698  
(*West Valley College Campus*) at the date and time noted above.

NAME\_\_\_\_\_

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT  
SUPPLEMENTAL QUESTIONNAIRE

**Senior Office Coordinator**  
**Office of Instruction**  
West Valley-Mission Community College District  
**Mission College**

The following questions seek basic information about your experience for this position. Be certain your answers are as complete and detailed as possible. Your answers will be evaluated based on content and presentation during the screening process. ***Please use additional paper to complete your responses.***

1. The position of SOC requires the ability to coordinate, organize and process paper work flow of more than one division office. Provide an example on how you would ensure an effective processing of assignments to multiple individuals.
2. Provide examples of the processes you have developed to ensure accuracy in maintaining budget records, proofreading of correspondence, processing of requisitions or monitoring office supplies.
3. A majority of the SOC positions require entering and retrieving data from a computer terminal, utilizing college, district and PC databases. Describe your ability and steps you utilize when you use the following: **DATATEL, INFORMED FILLER, CURRINET.**
4. How have you resolved issues of disagreement or conflict with an individual(s) and supervisor(s)?

***Please provide complete answers to the above questions. Merely referring to your resume or other documents will be judged as an inadequate response, and your application will not receive further consideration.***

## WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT

### TITLE: SENIOR OFFICE COORDINATOR

**DEFINITION:** Under direction of a Division Chair, plan, organize and coordinate the day-to-day operation of an assigned instructional division office in such a manner as to enhance and promote the overall efficiency and effectiveness of the system; serve as an administrative assistant to the Division Chair and as a liaison between the Division Chair, Department Chairs, other academic and support staff, students, other college representatives and the public; coordinate communications and the timely flow of paperwork; process materials not requiring the attention of the Division Chair; prepare financial and statistical reports and other documents using automated equipment.

**DISTINGUISHING CHARACTERISTICS:** This classification is distinguished from the Office Coordinator in that a Senior Office Coordinator independently coordinates the office services and activities of a large instructional division office under minimal direction of a Division Chair and also provides administrative assistance and support to the Division Chair while an Office Coordinator provides secretarial, clerical and office coordination support for a college or District department of moderate size and complexity.

**EXAMPLES OF ESSENTIAL DUTIES:** (Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class.) To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Provide administrative support to relieve a Division Chair of administrative and technical detail; resolve problems within the division that do not require approval of management, such as canceling classes or assigning facilities; orient Division certificated and classified staff to Division and District policies and procedures via oral and written communications.
- Review directives and correspondence from other College/District departments, assess impact, ascertain required actions or changes and confer with Division Chair and/or other Division instructional staff to obtain data, indications of probable conclusions, and projected completion dates; serve as liaison between/among Division and various College/District services to accomplish Division tasks and resolve procedural and/or documentation problems; work with Division Chair to determine appropriate actions or changes to existing policies and procedures; establish and revise work priorities or independently assure the timely completion of assignments.
- Coordinate, organize, monitor and process the paper/work flow of the division office; analyze, organize and facilitate office operations and procedures in a manner consistent with College/District policies and procedures; evaluate office production, revise procedures or devise new forms to improve efficiency of workflow; plan office activities and work projects and assign student workers or clerical assistants to carry out and complete specific projects and duties when available.
- Learn and understand the logistics and instructional basis of assigned instructional division; maintain accurate and up-to-date information regarding assigned instructional

division program, schedules, staff, activities, classes, room assignments, and other college and District programs and services.

- Confer and coordinate with Division Chair, Department Chairs, Curriculum and Office of Instruction personnel to produce college schedule and to update or revise course offerings, teaching assignments, contracts and other considerations.
- Enter and retrieve data from a computer terminal; obtain, input correct and formulate ALL schedule information; generate periodic computer reports related to load, enrollment, staff, faculty, classes, keys, facility charts, faculty office hours and schedules; obtain reports involving enrollment, room conflicts, unofficial transcripts, rosters, mailing labels and student rosters.
- Apply published load parameters to length and category of teaching assignments to formulate/calculate load factors for certificated contracts and load reports; receive and complete input for college catalog.
- Using the current college catalog and schedule as references, provide oral and written information to students, staff, other colleges and the general public concerning course offerings, registration, college standards and student support services; refer specific program inquiries to appropriate personnel,
- Serve as receptionist/front desk contact for Division; establish and maintain positive staff and public relations; receive telephone calls and greet office visitors; provide detailed information requiring judgment and knowledge of pertinent programs and functions; receive verbal or telephone absence requests for certificated or classified staff; ascertain the need for substitute staff and post notices for students.
- Maintain records of expenditures and budget balances; compile and consolidate information to prepare budgets, timekeeping and other fiscal reports; independently analyze data and prepare and maintain financial, statistical and narrative data, records and reports as assigned; contact Division Chair or other division staff to assure accurate and timely receipt or submission of data required.
- Receive, screen, post, copy and distribute all e-mail as appropriate; receive, sort, screen and distribute U.S. and inter-district mail.
- Determine need and prepare work orders pertaining to unexpected emergencies, facility needs and routine requirements; order, receive, store and issue office supplies; assure proper operation of computers, peripherals and other office equipment; request service and repairs as needed; prepare office equipment lease and maintenance contracts as needed.
- Compose, type, format, proofread, revise, generate, duplicate and distribute correspondence, reports, lists, summaries, contracts, forms, requisitions and other items to District offices, or public agencies or other appropriate recipients.

- Establish and maintain inter-related filing systems containing financial, statistical and student information; maintain confidentiality of sensitive information as appropriate; create and maintain a variety of automated and manual records and reports as required.
- Maintain calendars and schedules of appointments, meetings and conferences for supervisor and other personnel as assigned; may arrange transportation and hotel accommodations and process required documentation; arrange and attend meetings and conferences as assigned; prepare agendas and background materials.
- Train, supervise, direct and prioritize work activities of Division Office clerical staff, such as office assistants, evening secretaries and work study students as assigned; provide evaluation input to Division Chair for performance appraisals of office clerical staff as assigned.
- Perform related duties as assigned.

#### **QUALIFICATIONS:**

**Education and Experience:** Any combination equivalent to: graduation from high school supplemented by college-level course work in business or related field and three years of increasingly responsible administrative secretarial or office coordination experience, including at least one year of experience involving the operation of microcomputers using word processing, spreadsheet and data base management applications software.

#### **Knowledge of:**

- Modern office practices, procedures and equipment, including letter and report writing, financial and statistical record-keeping, receptionist and telephone techniques.
- Research methods and techniques.
- Electronic telephone systems.
- Office management techniques.
- Correct English usage, spelling, grammar, punctuation and composition.
- Basic math.

#### **Ability to:**

- Read, interpret, apply and explain District and division policies, procedures and regulations, directives and reports and the Education Code.
- Compile information and write routine reports, business correspondence and procedure manuals using correct English usage, grammar, spelling, punctuation and vocabulary.
- Perform multiple projects concurrently and meet fluctuating deadlines.
- Effectively present information in person or on the telephone.
- Learn quickly and apply procedures of assigned functions.
- Operate mainframe and microcomputers including electronic mail, scheduling, word processing, data base management and spreadsheet applications software.
- Operate other office equipment such as a typewriter, copier, calculator, electronic telephone system, voice mail, and facsimile machine.
- Operate an electronic keyboard at 60 words per minute.
- Type, format, proofread, duplicate and distribute documents and other written materials.
- Train and provide work direction to others.

## Senior Office Coordinator

### Page 4

- Establish, review and revise work priorities effectively.
- Meet demanding schedules and multiple, often conflicting timelines.
- Prepare and maintain accurate statistical and financial records.
- Plan, organize and schedule work.
- Establish and maintain effective and cooperative working relationships with others.
- Work confidentially with discretion.
- Relate effectively with people of varied academic, cultural and socio-economic background using tact diplomacy and courtesy.
- Work effectively and independently with minimal supervision.
- Perform assigned work with speed and accuracy.
- Exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations.

**WORKING CONDITIONS:** Work is typically performed in a community college instructional division office environment subject to continual interruptions. Incumbents are subject to frequent interruptions and contact in person and on the telephone with administrative, academic and classified staff and the general public. The work environment is sometimes noisy.

The working conditions described here are representative of those an individual encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:** Employees in this class regularly sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person, see to read fine print and operate office machines, and lift, carry and/or move objects weighing up to 10 pounds. Incumbents frequently travel to other campus locations to attend meetings or to pick up or deliver materials.

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

*Board Approved: October 3, 1996*



# CLASSIFIED APPLICATION and Instruction Packet

## PLEASE READ

### Application Process:

- To be considered an applicant for a position at West Valley-Mission Community College District, all materials requested in the job announcement must be received no later than the filing deadline. (Postmarks and faxed documents are NOT accepted.) ***SUBMISSION OF THESE MATERIALS IS THE APPLICANT'S RESPONSIBILITY. Incomplete and/or late applications will not receive committee consideration.***
- DO NOT SEND transcripts separately. Include copies with application packet. Certified copies are only required at time of hire.
- DO NOT SEND un-requested materials. Un-requested materials will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "see resume" written across them.
- If supplemental materials listed on the job announcement as required documents are sent under separate cover, please include your full name and the position title you are applying for on the documents and forward them to the Human Resources Department; this is recommended to avoid misfiling or loss. The District is not responsible for documents submitted under separate cover that do not include the information noted above.
- The District is required to maintain a file, which will yield the composition of applicant flow. A form is provided for this purpose entitled "Statistical Information Questionnaire." Completing this form is voluntary. The form will be detached from the application, used for statistical data collection only, and be kept confidential.
- All submitted materials become District property, will not be returned, and will be considered for this vacancy only. Please photocopy your materials prior to submission.
- Applicants applying for different positions are required to submit a separate application and other required material for each position. Photocopies of application documents are acceptable.

### Selection Process:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive a postcard to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- The District may choose to readvertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants. Supervisor(s) name(s) and telephone numbers must be included in the application.
- Any tentative verbal offer of employment is **contingent upon formal approval of the college Governing Board.**

**Equal Opportunity Compliance:** It is the policy of West Valley-Mission Community College District to provide all persons with equal employment and educational opportunities without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status or disability. Inquiries regarding district policies may be addressed to the Director of Human Resources at 408/741-2060.

**Conditions of Employment:** In compliance with the Immigration Control and Reform Act of 1986, **all new employees are required to produce certain documents to verify their identity and right to work in the United States.** If you accept an offer of employment, you are required to have a current verification of a tuberculosis examination, be fingerprinted, swear to affirm allegiance to the United States and to the State of California, and abide by the District's Drug Free Workplace, Non-Smoking, and Sexual Harassment policies.

**Future Employment:** To obtain information about current vacancies, please access the web site at <http://www.wvmccd.cc.ca.us/wvmccd/hr/>.

**Parking:** Designated visitor parking is available in Lot 5 for 30 minutes. Applicants may park for a longer period of time in any of the designated fee parking lots, 3, 4, or 5 at a cost of \$2.00 (8 quarters).

14000 Fruitvale Avenue, Saratoga, CA 95070-5698 • (408) 741-2415



**EXPERIENCE: DO NOT SUBSTITUTE A RESUME FOR THIS INFORMATION.** List your present employer first. Account for all time during the past five years and for any employment pertinent to the qualifications of this position. Attach a separate sheet if needed. Complete all information requested.

Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					<b>Duties</b>
Company Name, Address and Telephone Number					<b>Reason for Leaving</b>
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					<b>Duties</b>
Company Name, Address and Telephone Number					<b>Reason for Leaving</b>
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					<b>Duties</b>
Company Name, Address and Telephone Number					<b>Reason for Leaving</b>
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					<b>Duties</b>
Company Name, Address and Telephone Number					<b>Reason for Leaving</b>
Supervisor's Name and Title					

## EXPERIENCE (Continued)

<b>Dates Of Employment</b> From To Mo/Yr Mo/Yr		<b>Status</b> FT PT		<b>Hours Per Week</b>	<b>Job Title</b>
					<b>Duties</b>
Company Name, Address and Telephone Number					<b>Reason for Leaving</b>
Supervisor's Name and Title					
<b>Dates Of Employment</b> From To Mo/Yr Mo/Yr		<b>Status</b> FT PT		<b>Hours Per Week</b>	<b>Job Title</b>
					<b>Duties</b>
Company Name, Address and Telephone Number					<b>Reason for Leaving</b>
Supervisor's Name and Title					
<b>Dates Of Employment</b> From To Mo/Yr Mo/Yr		<b>Status</b> FT PT		<b>Hours Per Week</b>	<b>Job Title</b>
					<b>Duties</b>
Company Name, Address and Telephone Number					<b>Reason for Leaving</b>
Supervisor's Name and Title					
<b>Dates Of Employment</b> From To Mo/Yr Mo/Yr		<b>Status</b> FT PT		<b>Hours Per Week</b>	<b>Job Title</b>
					<b>Duties</b>
Company Name, Address and Telephone Number					<b>Reason for Leaving</b>
Supervisor's Name and Title					

**GENERAL QUESTIONS: [Complete in Entirety]**

**YES NO**

1. Can you, after employment, submit verification of your legal right to work in the United States? Upon employment you will be required to present documentation of your eligibility to work in the United States and to attest to your work eligibility. To be eligible for work in the U.S., you must be able to prove, that you are a) lawfully admitted for permanent residence or b) authorized by the Immigration and Nationality Act or by the U.S. Attorney General to be employed.

**The District will not sponsor any visa applications.**

2. Are you willing to sign the loyalty oath supporting the Constitution of the U.S. and State of California?  
If no please explain **on a separate piece of paper.**

3. Have you ever had a credential suspended or revoked?  
If "yes," please explain **on a separate piece of paper.**

4. A. Have you ever been convicted of any criminal offense?  
If "yes," complete Part A on the Personal Data Report Form: Please state for each conviction the specific charge for which you were convicted, the date and place of conviction, as well as the jail-prison sentence or fine you received. Please be aware that certain offenses need not be reported (See California Code of Regulations, Title 2, section 7287.4). Regardless of Title 2, California Code of Regulations, section 7287.4, you must report all sex and drug offenses specified in Education Code sections 87010 and 87011. A record of conviction will not necessarily constitute a bar from employment.

If "no," complete Part A on the Personal Data Report Form, indicating "N/A" (not applicable), sign and date.

B. In addition, Labor Code section 432.7 allows an employer to ask: Do you currently have any offenses pending against you in a criminal court of law for which you are out on bail or have been released on your own recognizance pending trial?  
If "yes," complete Part B on the Personal Data Report Form, please specify the charge(s), the county in which the charge(s) is pending, and the date of trial, if set.

If "no," complete Part B on the Personal Data Report Form, indicating "N/A" (not applicable), sign and date.

5. Have you ever been dismissed from employment for misconduct or unsatisfactory service?  
If yes, please explain **on a separate piece of paper.**

6. Do you have relatives currently employed by the District? If yes, please list their name and campus location.

Name \_\_\_\_\_ College \_\_\_\_\_  
Relationship \_\_\_\_\_ Department \_\_\_\_\_

**REFERENCE RELEASE (Check one only):**

Reference checking is an important component of the WVMCCD hiring process and is completed on finalist candidates prior to formal recommendation of employment. **Immediate and former supervisors as well as others are contacted during the reference check process.** Please indicate your preference:

**I give my approval to contact my immediate and former supervisors and others during the reference check process. I authorize the disclosure of all information contained in my personnel files.**

**I give my approval to contact my immediate and former employers, supervisors and others during the reference check process; however, I wish to be notified first before making the contacts. I authorize the disclosure of all information contained in my personnel files.**

For WVMCCD use only	
Contact Date: _____	By: _____

**CERTIFICATION OF APPLICANT (READ BEFORE SIGNING)**

*I authorize any representative of West Valley – Mission Community College District to thoroughly investigate my background, including, but not limited to, my references, educational record work experience, and/or disciplinary information. I release the college, its agents and all other persons and entities from any and all liability for damage that may result to me on account of their compliance with this authorization. If employed, I understand that any untrue statements on this application may be grounds for dismissal.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**

## PERSONAL DATA REPORT FORM

West Valley-Mission Community College District – Human Resources Department

**READ CAREFULLY AND FOLLOW THE INSTRUCTIONS**

NAME (Last, First Middle)	Social Security Number
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Our responsibility to students and the public, and restrictions outlined in the State Education Code § 87405-87406 and § 88022-88023, require that we request the following information.

- A. Have you ever been convicted of any offense by any civilian or military court? A plea of nolo contendere is considered a conviction. **The following need not be reported (1) minor traffic violations for which the fine was \$100 or less; (2) any offense which was finally settled in a juvenile court or under a welfare youth offender law; (3) any incident that has been sealed under Welfare and Institutions Code § 781 or Penal Code § 1203.45; (4) any conviction specified in Health and Safety Code § 11361.5 (some marijuana offenses).**

Yes
  No

If yes, please note in the spaces below the date and place of each conviction, the specific charge, the fine or sentence received and any other remarks you may feel are relevant.

If you have no information to list, indicate "N/A" (not applicable), sign and date the form.

Date, City & State of conviction/arrest(s).	Specific charge or code section violated.	Disposition (results): how much fine; how long in jail or prison; how much probation	Remarks: state briefly any other particulars not already covered or information you wish to provide.

Please be advised that being convicted of a criminal offense does not necessarily disqualify you for employment eligibility. However, conviction of a sexual offense or controlled substance offense will automatically disqualify you as an employee. All employment selections shall be based upon job-related qualifications. Please contact the Human Resources Department at (408) 741-2155 should you have any questions or concerns.

- B. Do you currently have any offenses pending against you in a criminal court of law for which you are out on bail or have been released on your own recognizance pending trial?

Yes
  No

If yes, please note in the spaces below the date and place of each conviction, the specific charge, the fine or sentence received and any other remarks you may feel are relevant.

If you have no information to list, indicate "N/A" (not applicable), sign and date the form.

Specific charge or code section violated.	County in which charge is pending.	Trial Date (if set)

I hereby give my consent to search for a criminal history by member of the police department, and I understand that a conviction for a sexual offense or controlled substance offense will automatically disqualify me as an employee.

I have listed the requested information

\_\_\_\_\_ (Signature)                      \_\_\_\_\_ (Date)

# STATISTICAL INFORMATION QUESTIONNAIRE

The information requested on this form is **voluntary** and will assist in evaluating the recruitment program and in accurately compiling required statistical reports for federal, state, and local agencies. This form will be detached from the employment application and will not be used to discriminate against, or give preference to, any individual.

## Please check the categories that apply to you.

Male       Female       Vietnam-era Veteran       Disability\* (specify): \_\_\_\_\_

\* A person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such an impairment, or is regarded as having such an impairment is considered to have a disability.

## How did you learn about this position?

Completing the following will enable us to determine which recruitment sources are more effective.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Chronicle of Higher Education     | <input type="checkbox"/> Job/Career Fair        | <input type="checkbox"/> CA CC Registry List   |
| <input type="checkbox"/> Women in Higher Education         | <input type="checkbox"/> College or University  | <input type="checkbox"/> HERC                  |
| <input type="checkbox"/> Black Careers in Higher Education | <input type="checkbox"/> NCAA News              | <input type="checkbox"/> HigherEdJobs.com      |
| <input type="checkbox"/> Hispanic Outlook                  | <input type="checkbox"/> Clubs or Organizations | <input type="checkbox"/> BlackCollegianNow.com |
| <input type="checkbox"/> Asian Week                        | <input type="checkbox"/> IMDiversity.com        | <input type="checkbox"/> CareerBuilder.com     |
| <input type="checkbox"/> Artweek                           | <input type="checkbox"/> NurseWeek              | <input type="checkbox"/> Craigslist.com        |
| <input type="checkbox"/> San Jose Mercury News             | <input type="checkbox"/> Sports Careers         |  |
| <input type="checkbox"/> Other Newspaper (specify): _____  |   |  |
| <input type="checkbox"/> Other (specify): _____            |   |  |

## Ethnicity Instructions:

- Hispanic/Latino: All persons of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race. **(If you mark this box, please do not mark any of the categories below.)**

\*\*\* If you did not mark the category above, please mark all that apply below.\*\*\*

- American Indian or Alaskan Native: All persons having origins in any of the original peoples of North and South America (including Central America), and who maintain a tribal affiliation or community attachment.
- Asian: All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islander.
- |                                       |                                    |                                     |                                      |
|---------------------------------------|------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Chinese    | <input type="checkbox"/> Filipino    |
| <input type="checkbox"/> Japanese     | <input type="checkbox"/> Korean    | <input type="checkbox"/> Laotian    | <input type="checkbox"/> Malaysian   |
| <input type="checkbox"/> Pakistani    | <input type="checkbox"/> Thailand  | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Other Asian |
- Black or African American (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- |                                    |                                   |                                 |   |
|------------------------------------|-----------------------------------|---------------------------------|---|
| <input type="checkbox"/> Guamanian | <input type="checkbox"/> Hawaiian | <input type="checkbox"/> Samoan | <input type="checkbox"/> Other Pacific Islander |
|------------------------------------|-----------------------------------|---------------------------------|---|
- White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, the Middle East or North Africa.

Position applied for: \_\_\_\_\_