

Classified Personnel

Application for Employment or Classified Positions

A. Filing of Application

All applications for employment shall be made upon official forms furnished by the District, filled out as therein directed and filed on or before the date specified and in the office specified in the position announcement.

B. General Qualifications of Applicants

1. Legal Status Requirement – See AR 4211.2
2. Applicants must possess all requirements that may be specified in the minimum qualifications established for the class.
3. Applicants must be in all respects mentally and physically competent to perform the duties of the position for which they apply.
4. An eligible may be required to take a physical or mental examination prior to employment. When a physical or mental examination is required, it shall be taken under the auspices of the Board of Trustees at such time as the District shall designate.
5. Every applicant must meet age requirements imposed by any requirement system in force in the District. (Education Code 45134)

C. Elimination of Unfit Applicants, Candidates and Eligibles

The District may refuse to employ any applicant for any of the following reasons:

1. Failure to meet the general qualifications of Paragraph B above.
2. Knowingly remaining a member of the Communist Party on or after September 9, 1953.
3. Advocacy of overthrow of the government of the United States or the State of California by force, violence or other unlawful means.
4. Conviction or pleading guilty in court to a charge of moral turpitude, or any sex offense, or mistreatment of children.

Classified Personnel

Application for Employment or Classified Positions (continued)

5. Criminal, infamous, dishonest, immoral or disgraceful conduct according to standards approved by the Board. Standards are defined as follows:

Criminal – Conviction of crime(s) specifically set forth in the Education Code as cause(s) for rejection or termination.

Infamous – Crime against nature.

Dishonest – Thefts, burglaries.

Immoral – Sex offenses, more specifically, those set forth in the Education Code as cause for termination.

Disgraceful Conduct – Drunk or fighting in public, insulting, slandering a fellow employee.
6. Intentionally making a false statement or omitting a statement of any material fact on the application form.
7. Practicing any deception or fraud in connection with an examination to secure employment.
8. Conviction of drug addiction and/or use of intoxicating beverages to excess.
9. Dismissal from a previous employment for cause, if the cause would have subjected the applicant to dismissal by the District.
10. Previous dismissal from this District unless the District waives this subsection.
11. A record of unsatisfactory service with the District even though separation has not occurred.
12. Unsatisfactory health conditions.
13. Failure to report to duty after an assignment has been offered and accepted.

Classified Personnel

Application for Employment or Classified Positions (continued)

14. Failure, after due notice, to report promptly for review of any of the above bases for rejection.
15. Refusal to furnish testimony at a hearing or investigation before the Board of Trustees.
16. Refusal to sign loyalty oath. (Education Code 7001)

D. Applicant Not to be Returned

All applications and examination papers are confidential records of the District and shall not be returned to the applicant.

E. Applicants' Names Not Made Public

The names of the applicants or unsuccessful candidates in any examination shall not be made public.

Regulation Approved: March 23, 1987

Regulation Revised: September 26, 2005; December 5, 2005