

EMPLOYMENT APPLICATION	
 <p style="text-align: center;">Kern Community College District 2100 Chester Avenue</p> <p style="text-align: center;">Bakersfield, California - 93301 http://www.kccd.edu (http://www.kccd.edu)</p> <p style="text-align: center;">[REDACTED] Administrative Assistant, Office of Instruction</p>	<p>Received: 09/29/2022 05:39 PM</p> <p>For Official Use Only: QUAL: _____ DNQ: _____</p> <p><input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____</p>

PERSONAL INFORMATION			
POSITION TITLE: Administrative Assistant, Office of Instruction		Job Number: FY22-23-00119	
NAME: (Last, First, Middle) [REDACTED]		SOCIAL SECURITY NUMBER:	
Former Last Name:		Date And Month Of Birth: -	
ADDRESS: (Street, City, State/Province, Zip Code) [REDACTED] [REDACTED]			
HOME PHONE: [REDACTED]	ALTERNATE PHONE: [REDACTED]	EMAIL ADDRESS: [REDACTED]@cerrocoso.edu	
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State/Province: Number:	DRIVER'S LICENSE: Class:	LEGAL RIGHT TO WORK IN THE UNITED STATES?: <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION			
SCHOOL NAME: [REDACTED]		SCHOOL TYPE: College/University	
LOCATION: (City, State/Province) Ridgecrest, California	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Associate's	
MAJOR: Practical Nursing, Vocational Nursing and Nursing Assistants			
SCHOOL NAME: Fort Hays State University		SCHOOL TYPE: College/University	
LOCATION: (City, State/Province) Hays, Kansas	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's	
MAJOR: General Studies			

WORK EXPERIENCE		
DATES: From September/2021 To Present	EMPLOYER: Cerro Coso Community College	POSITION TITLE: Tutoring Services Team Leader
ADDRESS: (Street , City , State/Province , Zip Code) 3000 College Heights BLVD Ridgecrest , California - 93555		
PHONE NUMBER: (760) 384-6100	SUPERVISOR: [REDACTED] Interim Dean of Instruction	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: -Manager of student tutor employees. -Recruit, hire, schedule, and approve employee timecards. -Office management duties of the LAC (Learning Assistance Center), budget management, purchase ordering, scheduling, data management, customer service, and administrative assistant duties to the LAC Coordinator. -Outward point of contact to the LAC		

REASON FOR LEAVING:

Reassigned as interim Human Resources Assistant.

DATES:

From October/2016 To August/2021

EMPLOYER:

Cerro Coso Community College

POSITION TITLE:

Learning Center Technician

ADDRESS: (Street , City , State/Province , Zip Code)3000 College Heights BLVD
Ridgecrest , California - 93555**PHONE NUMBER:**

(760) 384-6100

SUPERVISOR:

[REDACTED] Dean of Instruction

MAY WE CONTACT THIS EMPLOYER? Yes No**DUTIES:**

- Coordinated exam proctoring services for local and distance ed students.
- Arranged and monitored testing programs including CLEP, PearsonVue, and competency exams.
- Assisted students with LAC services.
- Assisted the office manager and coordinator with various departmental tasks.

REASON FOR LEAVING:

Promoted to new position

DATES:

From February/2011 To May/2015

EMPLOYER:

Ridgecrest Regional Hospital

POSITION TITLE:

LVN

ADDRESS: (Street , City , State/Province , Zip Code)1081 N. China Lake Blvd.
Ridgecrest , California , US - 93555**PHONE NUMBER:**

(760) 446-3551

SUPERVISOR:[REDACTED] Licensed Vocational
Nurse**MAY WE CONTACT THIS EMPLOYER?** Yes No**DUTIES:**

Licensed Vocational Nurse in Urgent Care, ER, OB/GYN and Pediatrics.

Duties

- patient care
 - lab testing
 - medication administration
 - health records management
 - procedural set-up and assisting
 - education and instruction, certified instructor for BLS, ACLS and PALS
- Received awards and training certificates for excellent customer service.

REASON FOR LEAVING:

Duties at Office of Elizabeth Pate FNP increased.

DATES:

From June/2006 To June/2016

EMPLOYER:[REDACTED]
FNP**POSITION TITLE:**

Office Manager/ LVN

ADDRESS: (Street , City , State/Province , Zip Code)130 N Balsalm St
Ridgecrest , California , US - 93555**PHONE NUMBER:**

[REDACTED]

SUPERVISOR:[REDACTED]
[REDACTED]**MAY WE CONTACT THIS EMPLOYER?** Yes No

DUTIES:

Office Manager

Duties

- medical charting and billing
- patient billing
- supply ordering and management
- accounting and banking
- employee and tenant management,
- building and maintaining website and social media
- creating advertising and promotional materials
- purchasing required equipment/supplies

REASON FOR LEAVING:

Business closed down.

DATES:

From September/2001 To December/2005

EMPLOYER:

Holland America Line

POSITION TITLE:

Personal Cruise Consultant

ADDRESS: (Street , City , State/Province , Zip Code)

300 Elliott Ave West
Seattle , Washington - 98109

PHONE NUMBER:

206-626-7393

SUPERVISOR:

██████████ Director of Sales
Department

MAY WE CONTACT THIS EMPLOYER?
 Yes No
DUTIES:

Sales and customer development. I arranged and sold cruise and travel packages to clients in the United States and Canada.

REASON FOR LEAVING:

Relocated to California

CERTIFICATES AND LICENSES

Nothing Entered For This Section

SKILLS**OFFICE SKILLS:**

Typing: 60
Data Entry: 0

OTHER SKILLS:

Nothing Entered For This Section

LANGUAGE(S):

Nothing Entered For This Section

SUPPLEMENTAL INFORMATION

Nothing Entered For This Section

REFERENCES**REFERENCE**██████████
████████████████████
██████████

██████████
Learning Assistance Center
Coordinator, Professor

ADDRESS: (Street, City, State/Province, Zip Code)

3000 College Heights Blvd
Ridgecrest , California - 93555

EMAIL ADDRESS:

██████████

PHONE NUMBER:

██████████

REFERENCE TYPE:

Professional

NAME:

██████████

POSITION:

Web Developer

ADDRESS: (Street, City, State/Province, Zip Code) 3000 College Heights BLVD Ridgecrest , California - 93555		
EMAIL ADDRESS: [REDACTED]o.edu	PHONE NUMBER: [REDACTED]	
REFERENCE TYPE: Professional	NAME: [REDACTED]	POSITION: Library Technician II
ADDRESS: (Street, City, State/Province, Zip Code) 3000 College Heights BLVD Ridgecrest , California - 93555		
EMAIL ADDRESS: [REDACTED]o.edu	PHONE NUMBER: (760) 384-6131	
REFERENCE TYPE: Professional	NAME: [REDACTED]	POSITION: Vice President of Finance and Adminstrative Services
ADDRESS: (Street, City, State/Province, Zip Code) 3000 College Heights BLVD Ridgecrest , California - 93555		
[REDACTED] [REDACTED]edu	[REDACTED] (760) 384-[REDACTED]8	
REFERENCE TYPE: Professional	NAME: [REDACTED]	POSITION: Program Technician
ADDRESS: (Street, City, State/Province, Zip Code) PO Box 728 Tehachapi , California - 93581		
EMAIL ADDRESS: [REDACTED]	PHONE NUMBER: [REDACTED]	

Agency - Wide Questions

1. **Do you have any relatives (or anyone who resides in your home) currently employed in the district?**
Yes
2. **If yes, employee's name:**
[REDACTED] Adjunct Faculty
3. **If yes, relationship:**
[REDACTED]
4. **Are you a current KCCD employee?**
Yes
5. **May we contact your current employer?**
Yes
6. **If no, please explain:**
N/A
7. **Upon employment will you be able to submit verification of your legal right to work in the United States?**
Yes
8. **If no, please explain:**
N/A
9. **Will you now or in the future, require visa sponsorship for employment at the Kern Community College District?**
No
10. **How did you learn about the position?**
I am a current KCCD Employee, I was referred by a KCCD Employee
11. **If you answered "Other" in the previous question, please specify where:**
N/A
12. **To Applicant: PLEASE READ INSTRUCTIONS CAREFULLY BEFORE RESPONDING. To assist us in assessing the effectiveness of our Equal Employment program and commitment to diversity and inclusion, please complete the following survey. This information is kept separate and confidential from your employment application and will not be used to make any employment decisions. This information is being gathered and used for mandated federal, state and district equal opportunity statistical purposes only. What is your **Gender:**
Female**

13. **What is your ethnicity?**

White, not of Hispanic origin

14. **Are you a person with a disability?**

No

15. **Can you perform the essential functions of the position without reasonable accommodation?**

Yes

16. **Have you ever been convicted of a crime – including a plea of guilty or no contest – which resulted in a criminal conviction that has not been judicially ordered sealed or expunged? Your response should exclude the following: misdemeanor convictions for marijuana-related offenses more than two years old as of the date that you complete this application; convictions for which probation has successfully been completed, discharged, or dismissed; and any adjudication or action taken under juvenile court.**

No

17. **Other than specific criminal offenses that bar employment with the District as mandated by Education Code section 87405, the District will not deny employment to any applicant solely because the person has been convicted of a crime. The District, however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position. If yes, briefly describe the nature of the crime(s), the date and the place of conviction(s). The case number, and the legal disposition of the case(s):**

N/A

By clicking the Accept & Submit Button, I HEREBY CERTIFY that every statement I have made in this application is true and completed to the best of my knowledge. I understand that any false statements made on this application may be grounds for non-employment or for dismissal, if employed. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any, and all information given on this application. I understand that this completed application is the property of Kern Community College District. I understand that Kern Community College District may contact prior employers and other references. I understand that I must notify the Human Resources Department of any changes in my name, address, or phone number
I certify that I have read and agree with these statements.

This application was submitted by _____

Date _____