



PimaCommunityCollege

Human Resources

District Central Office, 4905D E. Broadway Blvd., Tucson, AZ 85709-1190

Phone (520) 206-4624 TTY 206-4852 FAX 206-4662 JOB INFO 206-4623

Application for Teaching Eligibility and Part-Time Instructional Employment

Thank you for your interest in applying for employment with Pima Community College. This application serves two purposes: first, to determine eligibility to teach in a discipline and second, as an application for employment for consideration only after teaching eligibility has been approved. The following is important information for applicants concerning the teaching eligibility employment processes.

Application

Applications for part-time instructional faculty are accepted year round. They will be kept as a pool of applications from which the College may recruit from as teaching assignments are made available. Additionally, the College may advertise for certain disciplines to enlarge the pool of applicants. All faculty personnel must meet the Faculty Standards as set by the College at the time of application. Faculty Standards may vary depending upon the subject to be taught. They may include degree obtained, upper division or graduate coursework completed, occupational experience, or other requirements. A College Faculty Standards specialist will help you with the approval process required by the College. A list of College Faculty Standards specialists has been included with this application to assist you.

The College requires you to submit a complete application, which includes official transcripts. For those interested in an eligibility assessment and consideration of employment for teaching within the occupational fields, a letter from employers verifying employment is needed. (See a Faculty Standards specialist for more detailed information.) A complete application is one submitted with an original signature and date of application, accurate and complete information, and in a legible format. An incomplete application is one referencing other materials or sources. If you include a resume, please do not say "See Resume" on the application. If more space is needed for you to complete the application or to list additional employment history, attach additional sheets using the format of the application.

Process

First, meet with or talk to a College Faculty Standards specialist. Complete this form and include all additional attachments. The College Faculty Standards specialist will coordinate the review and assessment of your eligibility to teach in a discipline and inform you of the approval or denial. Provided eligibility is approved, the College Faculty Standards specialist will enter your information, experience, and degree information into a College-wide Adjunct Faculty database. Campus representatives regularly review this applicant database as current part-time faculty opportunities become available. If a teaching assignment becomes open and you are selected for an interview, you will be contacted by the appropriate campus representative.

Disclosure

The application form and all attached documents become official records of Pima County Community College District (PCCCD) and cannot be returned. Please make a copy for your files before submission. Applications for PCCCD employment are subject to public disclosure laws and confidentiality of information contained therein cannot be assured.

You are not required to disclose information about physical or mental limitations you believe will not interfere with your capability to do the job. However, if you would like to request a reasonable accommodation to complete this application form or to participate in any phase of the selection process, please make your request to the Human Resources Office at the above address and/or telephone number within five work days of the appropriate deadline.

General

Persons selected for appointment must comply with all laws pertaining to employment. The Immigration Reform & Control Act of 1986 requires that new employees provide documentation verifying that they are authorized to work in the United States. Pima County Community College District policy prohibits employment of relatives where one is in the supervisory chain of the other.

Pima Community College is committed to multicultural diversity and is an equal opportunity, affirmative action employer and educational institution. Women, minorities and other protected classes are encouraged to apply.

Last Name _____ First Name _____ MI _____

Disciplines to Teach _____ Day Evening Weekend

Location(s): NWC WC DC EC DVC CC

Position _____ Employer _____
Supervisor _____ Title _____
Address _____
Telephone No. (____) _____ Dates from _____ City _____ to _____ State _____ Zip _____
 Full-time Part-time
Duties or subjects taught _____

Reason for leaving _____
If instructional position: No. of credits taught/year _____
Secondary 2 yr. Institution 4 yr. Institution Other

Position _____ Employer _____
Supervisor _____ Title _____
Address _____
Telephone No. (____) _____ Dates from _____ City _____ to _____ State _____ Zip _____
 Full-time Part-time
Duties or subjects taught _____

Reason for leaving _____
If instructional position: No. of credits taught/year _____
Secondary 2 yr. Institution 4 yr. Institution Other

Position _____ Employer _____
Supervisor _____ Title _____
Address _____
Telephone No. (____) _____ Dates from _____ City _____ to _____ State _____ Zip _____
 Full-time Part-time
Duties or subjects taught _____

Reason for leaving _____
If instructional position: No. of credits taught/year _____
Secondary 2 yr. Institution 4 yr. Institution Other

References

Please list current references who are familiar with your work-related ability and background. Do not use relatives.

Name _____ Position _____

Address _____ Telephone Number (____) _____

Name _____ Position _____

Address _____ Telephone Number (____) _____

Name _____ Position _____

Address _____ Telephone Number (____) _____

General Information

Have you ever been or are you currently employed by Pima Community College? Yes No

Are you a U.S. citizen or a noncitizen authorized to work in the United States? Yes No

Have you ever pled no contest to, pled guilty to, or been convicted of a crime other than a minor traffic violation? Explain "yes" answer below.* Yes No

Have you ever been dismissed from employment or resigned in lieu of being dismissed for inefficiency, delinquency or misconduct? Explain "yes" answer below.* Yes No

Have you held a teacher, instructor, or administrator certificate, license or credential which was revoked, voluntarily surrendered, suspended, or denied or have you received a reprimand or other disciplinary action involving your certificate?
If "yes" where? _____ when? _____ Yes No
Explain "yes" answer below.*

Does Pima Community College employ a relative of yours?
If "yes" give name and relationship below.* Yes No

Have you completed a course entitled "The Community College" or "The Junior College"?
If "yes" where? _____ when? _____ Yes No

*A "yes" answer will not automatically preclude you from employment consideration.

Remarks/Explanation:

Signature

I certify that the information that I have provided with this application is true and complete to the best of my knowledge and belief. I give Pima County Community College District and its authorized agents permission to verify and/or disclose any information given in connection with this application for personnel/employment purposes. I acknowledge that any misstatements or omissions in these application materials may be cause for elimination from further consideration or dismissal if hired. I hereby authorize any and all persons and agencies to furnish to Pima County Community College District (PCCCD) any information, including documents in my personnel file, which may be necessary to verify this application and any other materials submitted, and hereby waive any rights of privacy to the information or documents which I may have under any federal, state, or local law, ordinance or rule. I also understand that an incomplete application packet may delay or prevent employment opportunities with PCCCD.

Applicant's Signature _____ Date _____