

***APPLICATION INFORMATION AND INSTRUCTIONS
FOR CLASSIFIED POSITIONS***

To be considered for classified positions, you must meet position requirements, competencies and job readiness/working conditions. In addition, you must submit a completed, signed application, the respective supplemental examination, and any other required documents. Other supporting documents are optional. Completed materials must be received in Human Resources by the closing date and time indicated on the position announcement for optimal consideration. Applications for positions are accepted for advertised vacancies only. Since signatures are required on certain documents, application materials may not be submitted by e-mail.

The supplemental examination is a critical component of the application process. Written answers given to the supplemental questions are evaluated on specific elements in order to select the most qualified candidates to be interviewed. Applicants who successfully pass the examination process will be considered for an interview.

Applicants will be notified of the application process by mail once the process is complete.

Human Resources welcomes resumes for potential temporary openings and will keep them on file for one year after receipt.

Clark College is an Affirmative Action/Equal Opportunity employer. Protected group members are encouraged to apply. Upon request accommodations are available to persons with disabilities for the application process.

Thank you for your interest in Clark College!

EMPLOYMENT RECORD (List present or most recent experience first)

Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	
May we contact your supervisor?	Worked from: month / year to month / year or <input type="checkbox"/> Present
Assigned hours per week \ % time	
Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	
May we contact your supervisor?	Worked from: month / year to month / year
Assigned hours per week \ % time	
Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	
May we contact your supervisor?	Worked from: month / year to month / year
Assigned hours per week \ % time	
Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	Worked from: month / year to month / year
May we contact your supervisor?	Assigned hours per week \ % time
You may continue in the space provided on the next page.	

EMPLOYMENT RECORD (continued)

Supervisor	
Supervisor's telephone	Worked from: month / year to month / year
May we contact your supervisor?	Assigned hours per week \ % time
Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	Worked from: month / year to month / year
May we contact your supervisor?	Assigned hours per week \ % time
Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	Worked from: month / year to month / year
May we contact your supervisor?	Assigned hours per week \ % time
Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	Worked from: month / year to month / year
May we contact your supervisor?	Assigned hours per week \ % time

List any professional licenses you have that are required or applicable to the position, including driver's license (e.g., CPA, State Bar Association, Certification for Medical Professions, etc):

EDUCATION

Have you graduated from high school or received a GED certificate? Yes No

Type of School	Name of School	Street Address, City, State, Zip	From Mo/Yr	To Mo/Yr	Total Credits Completed*	Degree Earned	Major
College or University (Undergraduate)							
College or University (Graduate)							
Technical, business, or other school							

*Indicate whether semester (S) or quarter (Q) credits

BUSINESS MACHINES OPERATED: Please complete this section if applying for an office or administrative support position.

<input type="checkbox"/> Computers (e.g., IBM, HP, Macintosh, other)	<input type="checkbox"/> Software	<input type="checkbox"/> Transcription Machine	<input type="checkbox"/> Calculator/Ten-Key
_____	_____	<input type="checkbox"/> Copier	<input type="checkbox"/> Multi-line telephone
_____	_____	<input type="checkbox"/> Fax	<input type="checkbox"/> Other _____
_____	_____	<input type="checkbox"/> TDD	_____

I certify that the information contained in the application form is true, correct and complete to the best of my knowledge. I understand that consideration of this application and the continuation of any employment gained depend upon the true and accurate representation of the facts as stated or implied in this application. In addition, I hereby authorize Clark College to make inquiries regarding my education, work experience and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give. I have read and understood the information on this application.

Printing tip: Select "yes" to continue printing outside of margins.

Signature

Date



Temporary Part-time Position

Bookstore Clerk 1

Clark College is seeking a temporary part-time Bookstore Clerk 1 (Receiving Department Assistant) to work approximately 12 – 16 hours a week. This is an on-going temporary position based on the needs of the Bookstore. All temporary positions have the opportunity of transitioning to a continuing part-time position depending on Bookstore openings and schedule availability. The starting salary is \$8.55/hour.

Responsibilities include:

- Receiving and shipping merchandise
- Pricing, tagging, and stocking merchandise
- Making deliveries on and off campus
- Assisting customers with locating books and supplies/answering customer inquiries
- Other duties as assigned

Qualified candidates will possess:

- Excellent customer service skills
- Ability to work independently as well as with a team
- Dependable/Reliable
- Ability to multi-task in a **busy** environment
- Ability to lift up to 50 pounds/bend/stoop/stand for up to 4 hour periods
- Ability to perform tasks which require the use of basic math skills
- Excellent verbal communication skills
- Working knowledge of basic computer operations
- Previous warehouse experience helpful

Condition of Employment: Employees must be 18 years of age or older *OR* 16-17 years of age with the ability to obtain parental and school consent authorizing them to work.

Required Application Materials:

- Clark College Application for Classified Employees
- Supplemental Application Form
- Résumé

To apply, submit required application materials by 5pm, November 25, 2009 to:

Clark College Bookstore
1933 Fort Vancouver Way, MS #GHL-121
Vancouver, WA 98663
(360) 992-2149

The College will consider its diversity needs when recruiting for all positions.

Clark College is an equal opportunity employer. Protected group members are strongly encouraged to apply. Clark College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, creed, disabled veteran status, marital status or Vietnam-era veteran status in its programs and activities. Upon request, accommodations are available to persons with disabilities for the application process. Questions regarding the College's Affirmative Action Policy may be directed to the Associate Director of Human Resources, Baird Administrative Building, (360) 992-2619. Some positions may require a background check be conducted on applicants prior to hiring.

**Clark College Human Resources
November 18, 2009**

SUPPLEMENTAL QUESTIONS

Please answer the following questions. All answers must be in COMPLETE sentences:

1. Describe your Shipping/Receiving experience.
2. Are you able to work a flexible schedule depending on Receiving Dept. needs?
3. What work and/or school experience do you have that is applicable to this job?
4. What other relevant information, if any, you would like us to consider when reviewing your application?