

WEST KERN COLLEGE DISTRICT
TAFT COLLEGE

EMPLOYMENT INFORMATION

1. To be considered an applicant for a position in the West Kern County Community College District, all materials requested in the position announcement must be received no later than the application deadline. **SUBMISSION OF THESE MATERIALS IS THE APPLICANT'S RESPONSIBILITY.** The District does not contact placement offices.
2. Applicants wishing to apply for more than one position should submit materials for each position.
3. A committee will screen all applications. All initial interviews will be conducted after the date of the application deadline. Meeting the minimum qualifications for a position does not assure the applicant an interview.
4. Interviews are held at Taft College. Second interviews may be required for selected candidates.
5. In the interview, consideration will be given to factors other than education and experience, including, but not limited to, professional development, ability to work with others, and commitment to meet student needs.
6. Applicants who are eliminated from final consideration during the selection procedure will be notified by letter.
7. The District reserves the right to contact the current or most recent employer and to investigate past employment records of applicants selected for interview.
8. Applicants will be notified after the Board of Trustees has acted upon the Superintendent/President's recommendation.
9. The District reserves the right to re-advertise the position or to delay indefinitely the employment of a person for a position if it is deemed that applicants for the position do not constitute an adequate applicant pool.
10. The District does not return materials submitted in application for a position. (Copies of original documents are acceptable).
11. The District is required to maintain a file which would yield the composition of applicant flow. A form will be provided for this purpose. Completing and returning this form is done on a voluntary basis by the applicant. The form will be detached from the application and placed in an applicant flow file. This information will not be used as part of the selection process.
12. The West Kern Community College District is an affirmative action/equal opportunity employer. The West Kern Community College District does not discriminate on the basis of race, color, sex, religion, national origin, age, handicap, status as a Vietnam-era veteran, marital status or sexual orientation or any other status or characteristic protected by applicable state or federal law in its employment practices. The policy of affording equal employment opportunities to all persons is in keeping with the provisions of the state and federal regulations which protect persons against discrimination.
13. Individuals selected for positions are required to complete the following **PRIOR** to employment:
 - a. Sign a loyalty oath.
 - b. Provide evidence of eligibility to be employed in the United States.
 - c. Submit to a fingerprint screening.
 - d. Take and pass a physical examination at the District's expense.
 - e. Provide proof of freedom of tuberculosis by x-ray or intradermal test at the District's expense.