

**INSTRUCTIONS:** The information requested below is required of all candidates who do not possess the stated minimum qualifications and are seeking consideration for employment on the basis of equivalency. Candidates filing an application on the basis of equivalency must submit this form as well as all other materials specified in the "Application Procedures" section of the job announcement. Applicants may refer to specific documents included in their application materials for further details as long as they have completed the information as requested below and state exactly where the information can be found in their application (i.e. "see resume for further details" or "see application for further details", etc.). Responses to this application must be typed or handwritten legibly. Please attach any supporting documents to your application.

**THE PROCESS:** Your completed application materials will be reviewed by Human Resources and/or the screening/interviewing committee for the position listed below. If your qualifications are deemed equivalent to the stated minimum qualifications, you will be considered for interview with the committee. **Please note:** the completion of this application does not guarantee recommendation to the screening/interviewing committee for review or acceptance for equivalency.

APPLICANT'S NAME:
POSITION:

- [1] I am claiming equivalency because I do not possess the required:  Education  License/Certificate  Experience (check all that apply)
- [2] **Academic preparation:** (if you are claiming equivalency because you do not possess the required Education, you must submit transcripts of any college-level coursework, regardless of whether you consider it relevant). Please be specific regarding the institution, course titles, unit value, and level of coursework (graduate, upper division, etc.). Transcripts and copies of course descriptions should also be attached. **If degree is anticipated, please indicate date of expected confirmation.**

DEGREE:		TOTAL UNITS COMPLETED :	
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RELEVANT COURSEWORK:			
RELEVANT COURSEWORK:			
RELEVANT CERTIFICATES			

- [3] **Relevant professional/work experience:** that should be considered to determine equivalency. Please include detailed relevant professional/work experience in your narrative synopsis below including a detailed description of job duties performed.

	Employer	Job Title	Dates of Employment (month/year)		
(a)				<input type="checkbox"/> F/T	<input type="checkbox"/> P/T
(b)				<input type="checkbox"/> F/T	<input type="checkbox"/> P/T

TOTAL YEARS OF RELATED EXPERIENCE (full and part-time combined):

- [4] **Any other relevant accomplishments** that should be considered to determine equivalency. (This could include, but would not be limited to certifications, licenses, research, publications, seminars, professional performance/exhibitions, honors/awards, etc.).
- [5] **Specialized skills, knowledge and abilities** that should be considered to determine equivalency.
- [6] **Relevant memberships and/or organizational activities** that should be considered to determine equivalency.

- [7] Provide a **narrative synopsis** (not to exceed one page) of your education and experience that illustrates possession of qualifications that are at least equivalent to the stated minimum qualifications. Please include detailed relevant professional/work experience including a detailed description of job duties performed.

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE FOREGOING STATEMENTS AND CONTENTS OF DOCUMENTS PROVIDED BY ME ARE COMPLETE, TRUE AND CORRECT, AND IF EMPLOYED, I UNDERSTAND THAT I MAY BE SUBJECT TO DISMISSAL IF THEY ARE FOUND TO BE UNTRUE OR INCORRECT. I ALSO UNDERSTAND THAT IT IS MY COMPLETE RESPONSIBILITY TO PROVIDE ALL INFORMATION NECESSARY TO BE CONSIDERED FOR EQUIVALENCY.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*This document and any attachments will become part of a Personnel File if hired by Santa Rosa Junior College.*