



SANTA MONICA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES

SUPPLEMENTAL APPLICATION FOR EQUIVALENCY CERTIFICATION

FOR THE POSITION OF:

NAME OF APPLICANT:

INSTRUCTIONS: The information requested below is required of all applicants who do not meet stated minimum qualifications (See handbook

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/What-we-do/Educational-Programs-and-Professional-Development/Minimum-Qualifications>), and who seek consideration on the basis of equivalency. Candidates who apply on the basis of equivalency shall submit this supplement, as well as all other materials specified in the application process. References to resumes and material other than additional sheets required to complete this form will not be acceptable.

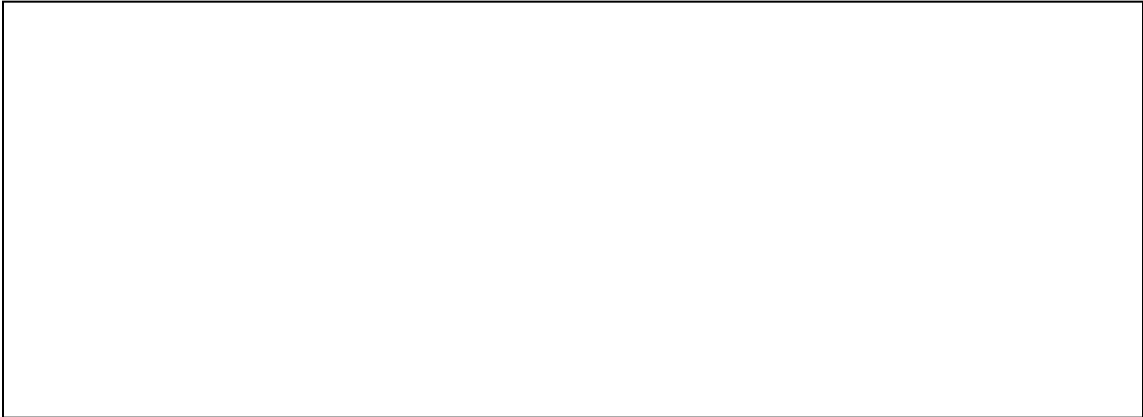
Note: For years of service: For professional vocational experience, 1500 hours in any 12 month period equals one year of professional experience. For teaching faculty experience, 30 semester units equals one year of experience. For counseling/non-teaching faculty, 1080 hours in the discipline equals one year of experience. For coaching, one season of coaching in the sport for hire equals one year of experience. No more than one year of experience that occurs in a single year will be given credit.

1. List all academic preparation that should be considered to determine equivalency. Please be specific regarding the institution, course titles, unit value, and level of course work (graduate, upper division, etc.) and to which degree(s) it is equivalent. Unofficial Transcripts and copies of course descriptions should be attached to the employment application.

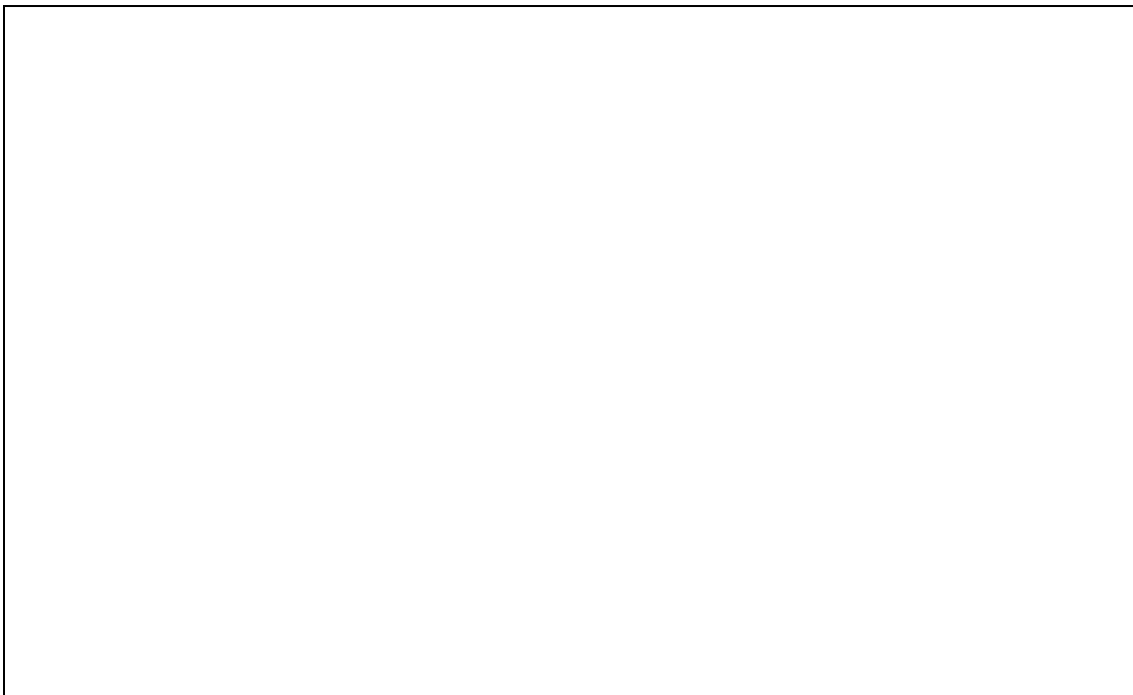
2. List all relevant professional/work experience (teaching, non-teaching, vocations, professional, etc.) with dates of service that should be considered to determine equivalency. Please give a detailed description of the duties performed. Verification of employment will be required.

3. List any other recognized accomplishments that should be considered to determine equivalency. (This could include, but would not be limited to research, publications, seminars, professional performance/exhibitions, honors/awards, etc.). Recognized accomplishments demonstrate expertise and skill in the field of study beyond that normally achieved through formal education. A recognized accomplishment is an achievement that is acknowledged or celebrated by others, often in a formal or public way. This could include awards, honors, certifications, or accolades received in various fields such as academics, sports, business, or the arts.

4. List specialized skills, knowledge and abilities that should be considered to determine equivalency.

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5. List relevant memberships and/or organizational activities that should be considered to determine equivalency.

A large, empty rectangular box with a thin black border, intended for the user to list relevant memberships and/or organizational activities.

6. Please write 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.

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, THE FOREGOING STATEMENTS 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.

Signature

Date