



Why is the application so important?

This is your chance to show you are qualified for the position, and your shot to get an interview!

Our Top Application Tips

- Read the instructions carefully. Employers notice when you do not follow instructions, and this can reflect on your abilities.
- Do not lie. You can risk your opportunity to ever work with that employer, at the minimum.
- Read the duties of the position carefully, and communicate your skills that lend to this position.
- Check for spelling and grammar mistakes. Compose your answers first in a word processing program so that you can take advantage of the spelling and grammar correction functions. Ask someone else to read your application. We can almost guarantee they will spot things you haven't.
- Type your application whenever possible (paper applications); try to get two copies of the paper application form just in case (despite the above!) you make a mistake. Make a copy or print out your job application form. Don't arrive at the interview not remembering what you said!
- Answer every question on the job application form. If no answer is needed, write "N/A". Again, it shows you have taken your time, read every question and checked the application form. We often see applications with important information missing that was needed to screen for minimum qualifications.
- A word on references – employers are preferred, but you can also use teachers, coaches, counselors, or people you have done volunteer work with (no relatives, please). And always get permission from your reference first.

Office of Human Resources, LRCCD

Questions? Email us at hr@losrios.edu, or call (916) 568-3112.

The Los Rios CCD “Equal Opportunity” Question - sample responses:

- I have a long work history of demonstrating how I have promoted a positive inclusionary environment, including my current position as a director a non-profit children's health services agency. The attributes that I have demonstrated towards being sensitive and promoting an inclusionary environment in the agency I work for is reflected in the success of the agency having a positive work environment for all that work there, and in meeting the needs of an un-served and under-served population that the agency serve. I have learned working with a diverse population that it is important personally and professionally to be sensitive, aware, and to promote diversity. My commitment in promoting diversity is essential in my understanding of others along with how I effectively communicate with others and how I effectively deal with others.
- I have worked with diverse populations both as a Manager for a fast food restaurant and as an Administrative Assistant for a college that prides itself on having a diverse population of students. An example of promoting an inclusionary environment would be building a staff at the fast food restaurant that worked hard to understand each other as well as the customers, and open the lines of communication and cooperation among a diverse population. I also have a bachelors degree in Sociology, which has helped me to learn that there are many backgrounds and experiences that contribute to the personalities and perspectives of people. By being open to these unique perspectives I have learned to communicate better with a variety of people.
- Coming from an immigrant family I have learned to be tolerant of others and respect the view of all people regardless of race, gender, disability, etc. I have learned that working with a group of diverse individuals is very helpful for the group and the individual. People with different backgrounds bring different ideas that can be very beneficial to the company where they are employed. You also learn new things everyday from different people, which is one of the many reasons why I like to work in a diverse environment.

Explaining Separations

Negative phrases like “I quit,” “I was fired,” and “I was terminated” can be regarded as red flags. You always want to be truthful, but positive – and avoid saying anything negative about a past employer. Below are some more positive ways to explain separations:

- Job ended
- Career advancement
- Return to school
- Relocated to an area with greater economic potential
- Personal
- Career change
- Will discuss in interview
- Involuntary separation
- Downsized
- Seasonal/temporary employment
- Company closed
- Left for advancement potential

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