HOW TO APPLY

A Guide To BCC's Application Process

STEP 1

APPLY

◊ To view all of Barstow Community College's open positions, visit: https://www.schooljobs.com/careers/barstowcc

◊ Click on available positions for additional information

◊ Click apply button to begin the application process.

STEP 2

SIGN IN TO APPLY Create an account

All fields are required

Username or Email

Password

Sign In

Forgot Username? | Reset Password

or sign in with

f Facebook

◊ The Apply button will direct you to the School Jobs sign in portal.

◊ If you already have an account, you can sign in with your account information.

◊ If this is your first time applying through School Jobs, you will need to create a new account.

STEP 3

Import Your Résumé

Save time by importing your information into our system automatically

Upload from Computer

Supported file types: .pdf, .doc, .docx, .txt

To manually fill in your information, you can **Skip this step**

◊ Once logged in, you have the option to import your resume or enter information manually into your application.

◊ If you choose to import your resume, be sure to confirm that all of your information has been imported to the correct fields on your application.

STEP 4

··· Additional ✓

💬 References (3) ✓

📎 Attachments ❗

◊ You are now in the application portal.

◊ Please provide detailed information on each application tab.

◊ Required attachments are listed on the Job Details link in the top left corner

---

STEP 5

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of Barstow Community College and will not be returned. I authorize the District to investigate my references, work record, education, performance evaluations or any other matters relating to my suitability for employment. I authorize and direct my former or current employers and educational institutions to release to the District any information they may have concerning my employment or education. I also authorize the District to obtain and review any documents or records, including driving records, which are applicable to my employment. I release the parties listed above from any and all liability related to this process of supplying or gathering any information about my suitability for employment. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

Decline   Accept & Submit

◊ Once you have completed all of the application tabs, you will be asked to review and certify that your application is accurate and complete.

◊ If your application is incomplete, it will not be considered for employment.

STEP 6

✓

Application Submitted!

Successfully submitted on 2/03/2022 at 10:54 AM Pacific
You can check the status of this application by visiting "Applications" in the main menu bar.

◊ Congratulations! You have successfully submitted your application.

◊ To view your application status, click the Applications Link in the drop down menu found in the right-hand corner.

APPLICATION TIPS

Before you begin...

◊ Create or log in to your School Jobs account. If you have trouble logging in to your School Jobs account please call the Applicant Support Line at 855-524-5627
◊ Review application requirements and be sure to give yourself sufficient time to complete your application.
◊ Gather all of your application materials: resume, transcripts, cover letter etc.
◊ Pay attention to the deadline date.
◊ Study the job description in its entirety: read the job description & minimum qualifications carefully.
◊ Identify key words in the job description and tailor your resume accordingly.
◊ Write an original cover letter-be specific to accomplishments and skills. It should not be a re-write of the application or resume. Let it showcase your personality, qualifications and desire for the job.
◊ Prepare references & alert references beforehand.
◊ Research the institution/organization/hiring department.
◊ Make sure your social profiles are up to date, professional and current (use a professional email).
◊ Ensure that your transcripts are complete, listing your name, degree title and degree conferral date as outlined in the job description.
◊ Applicants with foreign transcripts must have transcripts evaluated for U.S. equivalency by one of the following agencies. This evaluation must be completed and submitted prior to your application being included into the applicant pool. A copy of this evaluation must be attached to each application package. Please note there is a fee for the evaluation service. Individuals who contact any of these organizations assume all responsibility for the evaluation service: **AICE** - http://www.aice-eval.org **NACES** - http://naces.org **AERC** - http://www.aerc-eval.com **ERES** - http://www.eres.com **IERF** - http://www.ierf.org **AERC** - http://www.aerc-eval.com

Preparing the application...

◊ The "humblebrag" is required– don't be afraid to sell yourself and don't assume the employer will know what you do. "Connect the dots" for them.
◊ Follow directions and provide accurate information.
◊ On competency-based questions– give examples and don't be vague.
◊ Employers seek organized materials, refined writing, and confidence (not arrogance). Candidates need to demonstrate suitability by giving short, positive answers that are grammatically correct and free of errors.
◊ Embrace the notion of "quality over quantity".
◊ Do not put "References or Transcripts available upon request" if we already asked for them.
◊ Don't list attachments as numbers ex. IMG_9384.jpg. Title them so it is clear to the screeners/panel. We don't want to open 20 documents to find what we need...we may stop looking!
◊ Fill out all fields in the application and do not refer to CV or resume.
◊ Refrain from providing attachments that are not listed under required application materials.
◊ Keep it relevant– put information that is most relevant to the job for which you are applying.
◊ Make sure employment history s=is in the correct order.
◊ Don't put the wrong degree title on your application. It should match your transcripts.
◊ Take your time; if possible, do the application in multiple sessions to keep your thoughts fresh.
◊ Save your works as you go.

APPLICATION TIPS

Before you submit...

◊ Review your application; make sure responses are on-target and error free. Submitted applications cannot be modified.
◊ Avoid re-submitting your application multiple times. *Be prepared in advance to avoid this error.
◊ Make sure application contents are consistent with your CV/resume.
◊ Ensure that you've attached everything that is required.
◊ Ask someone to read your application and application materials before you submit it.

Key questions to ask yourself...

◊ Do I understand the job description, qualifications and know about the organization?
◊ Do I meet the required selection criteria? Am I a good fit for the job?
◊ What key words and phrases are in the job description?
◊ Can I improve my CV or cover letter to make it through the application screenings and selection process?
◊ Does my CV clearly show how I qualify and add value to the organization?
◊ Have I made it clear how I differentiate myself from other similar candidates?
◊ Have I followed the application instructions specified in the job announcement?

After the application has been submitted...

◊ Check your email often
◊ Make sure you add the employer to your "acceptable emails" so they don't got to spam.
◊ If you update your contact information, inform employer right away.
◊ If you need to call about your application, be courteous to the staff. If not, they will remember you.. for all of the wrong reasons!

Good luck in the recruitment process!