Contract Hire Application Guide

- Apply at www.sdccdjobs.com and select "Academic Positions" or "Classified Positions" to search for positions you are interested in.
- Submit a COMPLETE application (including Educational and Employment History)
- Resumes will not be considered in lieu of application. Be sure to complete each required field on the application and provide details as needed.
- Ensure that all required fields (marked with an asterisk*) are completed and in the necessary format for the field. Use drop-down calendars for date fields to be sure the format is correct.
- Personal profile data is retained online indefinitely, and you can update your qualifications at any time.
- For Academic Positions, make sure you meet Minimum Qualifications (check the Qualifications section in each job posting).
- If you do not meet the Minimum Qualifications, or if you anticipate receiving the required degree prior to the start of teaching classes, you can Request for an Equivalency and upload it to your application.
- If you have a foreign degree from colleges and universities outside the U.S., you must also complete a foreign degree evaluation completed by a professional association that is a member of the National Association of Credential Evaluation Services (NACES) or Academic Credentials Evaluation Institute, INC. (ACEI) and upload your application.
- Once you fully complete the application and upload the required documents, then your application can be certified and submitted online.
- A confirmation number is automatically emailed when you have successfully applied. This is your proof of submission – please retain this.
- Unofficial Transcripts need to reflect conferral dates.
- If applying and date is not on the unofficial transcript, Equivalency is needed or Letter from Registrar confirming that degree will be conferred.
- Remember: Incomplete applications will not be considered for interview!

Application Do's & Don'ts

- Complete all sections of the application. Not doing so will make your application incomplete. Do not type "See Resume" or "Refer to Resume".
- No photos or images on your resume or cover letter. These will be removed if added.
- Answer all the Supplemental Questions. Please be thoughtful and detailed in your responses – use complete sentences and answer all parts of the question.
- Check that uploaded documents are correct.
- Update your References information.
- If you attended more than one school, combine your unofficial transcripts into one PDF.
- If the file is too big, compress your PDF (maximum size is 9MB).
- If you submit your application but want to make changes, do not withdraw your application. Contact our office directly to reactivate.

For any questions, please email jobs@sdccd.edu.

Adjunct Hire Application Guide

- Apply at www.sdccdjobs.com and select "Part-Time/Substitute Faculty Positions" to search for positions you are interested in.
- Be sure you meet Minimum Qualifications (check the Qualifications section in each job posting).
- Submit a COMPLETE application (including Education and Employment History).
- Resumes will not be considered in lieu of application. Be sure to complete each required field on the application and provide details as needed.
- Ensure that all required fields (marked with an asterisk*) are completed and in the necessary format for the field. Use drop-down calendars for date fields to be sure the format is correct.
- Personal profile data is retained online indefinitely, and you may update your qualifications at any time.
- If you do not meet the Minimum Qualifications, or if you anticipate receiving the required degree prior to the start of teaching classes, you may Request for an Equivalency and upload it to your application.
- If you have a foreign degree from a college and university outside the U.S., you must also complete a foreign degree evaluation completed by a professional association that is a member of the National Association of Credential Evaluation Services (NACES) or Academic Credentials Evaluation Institute, INC. (ACEI) and upload to attach to your application.
- Once you fully complete the application and upload the required documents, your application may be certified and submitted online.
- A confirmation number is automatically emailed when you have successfully applied. This is your proof of submission – please retain this.
- Adjunct applications that have been attached to a specific posting remain active for one year. The applicant will receive an auto-email notice of the expiration date and an invitation to reapply.
- Unofficial Transcripts need to reflect conferral dates.
- If applying and date is not on the unofficial transcript, Equivalency is needed OR Letter from Registrar confirming that degree will be conferred.
- Remember: Incomplete applications will not be considered for interview!

Application Do's & Don'ts

- Complete all sections of the application. Not doing so will make your application incomplete. Do not type "See Resume" or "Refer to Resume".
- No photos or images on your resume or cover letter. These will be removed if added.
- Answer all the Supplemental Questions. Please be thoughtful and detailed in your responses – use complete sentences and answer all parts of the question.
- Check the uploaded documents are correct.
- Update your References information.
- If you attended more than one school, combine your unofficial transcripts into one PDF.
- If the file is too big, compress your PDF (maximum size is 9MB).
- If you submit your application but want to make changes, do not withdraw your application. Contact our office directly to reactivate.

For any questions, please email jobs@sdccd.edu.