

Application Requirements

In order to ensure full consideration of your credentials for positions of interest, please follow the guidelines below when completing an application for employment:

- Your application must be completed in its entirety in order to be given full consideration. This includes all degrees awarded, work history, and credentials. "See Resume" will not be accepted in lieu of application completion.
- List each employer and/or position held separately. Please be sure to include your duties for each position when you worked for one employer and held more than one position.
- As you describe your work history, make sure you highlight your competencies (knowledge, skills, abilities, and work behaviors) which demonstrate your qualifications for the position for which you are applying.
- Once the application has been submitted to a particular posting, **no** additional changes to the application can be made. Please be sure everything is completed and attached before final submission. Unofficial transcripts may be submitted to the Human Resources Department if they are not readily available upon submission of your application.
- Communications regarding your application and the position for which you have applied will be sent via email.

References

References (including names, contact information, and relationship) are required at the time of application. You must include three (3) references. Two (2) of these references should be past or current supervisors. The last reference should be professional.

Transcripts

Unofficial transcripts from all degree-granting, regionally accredited institutions must be electronically attached to your application or submitted to Human Resources prior to being considered for an interview. Applications submitted with transcripts that do not list the required degree awarded will not be considered.

Official transcripts for all coursework and degrees will be required within 30 days of hire.

Transcripts are not required for student employment.