



## Colton-Redlands-Yucaipa Regional Occupational Program

### Information for Candidates Applying for Substitute Employment

Thank you for your interest in applying for a position with the Colton-Redlands-Yucaipa ROP. Because the eligibility to participate in the selection process will be largely determined on the basis of the information provided in the application packet, it is essential it be **complete**, **accurate**, and **legible**. The following information is provided to assist in the process.

- The following materials are required for a complete application packet:
  - Completed Application
  - Cover Letter
  - Current Resume
  - One (1) current (dated and signed within two (2) years) letter of recommendation
    - Unsigned letters or electronic signatures are not acceptable
  - Proof of education required for the position
- Current CRY-ROP employees who are applying for a position should be aware that material from their personnel files will not automatically be included as part of the application packet. Employees should provide information on past and present employment in the same degree of detail as any other applicant unless otherwise specified.

### Information for Candidates Offered Employment

Upon offer of employment, the following actions are required:

- All candidates recommended for employment must be fingerprinted and receive Department of Justice clearance as prescribed by law. This is done at no cost to the recommended employee.
- Human Resources will assist certificated (teaching) employees, who don't currently hold a California credential, with the application process for the appropriate credential. The cost is approximately \$253.
- Per California Education Code 44839, all first-time teachers must have a medical examination to determine freedom from any disabling disease unfitting the person to instruct or associate with children.
- ED Code 49406 requires employees and volunteers to submit to a TB risk assessment administered by a licensed health care provider.

If you wish to apply electronically visit [www.edjoin.org](http://www.edjoin.org) or

If you want to deliver your application personally please go to the Registration Office, Building B 1214 Indiana Court, Redlands, CA 92374. The Registration Office is open Monday - Thursday, 9 am-4 pm and Friday 9 am – 1 pm.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

For further information or assistance, please contact Human Resources at (909) 793-3115.