

TO: Applicants - Management Positions

FROM: Director of Human Resources

SUBJECT: INFORMATION FOR CANDIDATES MAKING APPLICATIONS FOR POSITIONS

Thank you for your interest in applying for a management position with the Colton-Redlands-Yucaipa ROP. Because your eligibility to participate in the selection process will be largely determined on the basis of the information you provide in your application packet, it is essential that your packet be complete, accurate, and legible. To be considered, the following materials **must** be submitted:

1. ROP management employment application.
2. A detailed resume summarizing work experience and education.
3. A letter of intent expressing your reasons for being interested in the position and highlighting your qualifications for the position.

To assist you in this procedure, the following instructions are provided for preparing the application.

1. Completed applications packets must be received in the Human Resources Office by 1:00 p.m. on the deadline date as stated on the announcement. **No faxes or postmarked applications will be accepted.**
2. All applicants must complete a CRY-ROP application form.
3. Applicants may attach letters of recommendation, certificates, or other materials relevant to the application; the application and any attached materials become the property of CRY-ROP and will not be returned to the applicant.
4. CRY-ROP reviews the applications submitted on a timely basis to select an interview group of those candidates who appear to possess the most extensive and relevant experience or abilities for the position. **Not every candidate who meets the minimum qualifications is interviewed.** It is, therefore, important that the application be thorough, detailed, and clear.
5. 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, and they should, therefore, provide information on past and present employment in the same degree of detail as any other applicant.
6. Interviews are usually conducted within two weeks following the deadline to apply. Skills and job sample tests may be given as part of the interview process. Applicants who have questions regarding the progress of a position may call Human Resources at (909) 793-3115, ext. 108.

The Colton-Redlands-Yucaipa Regional Occupational Program provides employment, instruction and other services without regard to race, ethnicity, ancestry, religion, national origin, gender, sexual orientation, age or impairment.

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

Note: The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify this status.

Name of Applicant (Print) _____

Membership in Honorary, Collegiate and Professional Organizations – You may omit those organizations that indicate your race, religious creed, color, disability, martial status, national origin, ancestry, sex or age.

Organization	Membership From	To	Offices Held

References – List those who are familiar with your professional abilities. You do not need to list immediate supervisors previously listed.

Name of Referent	Current Position	Address	Phone

Credentials Held – Certificated positions only.

Name of Credential	Date Issued	Expiration Date	Serial Number

Anticipated Credentials – Certificated positions only.

Name of Credential	Anticipated Completion Date

Colton-Redlands-Yucaipa Regional Occupational Program

Authorization to Release/Acquire Information from References and for Employment Verification

It is the policy of the Colton-Redlands-Yucaipa Regional Occupational Program ("CRY-ROP") to conduct background checks for all candidates for employment and when employment verification information is requested for current or former employees. The background investigation will be conducted so that CRY-ROP can verify it will be employing an individual who is not only capable of carrying out the essential functions of this position, but an individual who has proven him/herself capable of working with young persons and with a minimum of direct supervision.

Reference checking is generally conducted after the interview portion of the selection procedure, and three references are normally obtained before the candidate is offered employment. Occasionally, CRY-ROP conducts reference checks prior to inviting candidates to participate in an interview.

Employment verification is conducted after a person is hired by the CRYROP. This form will be used as authorization to release CRYROP employment information to perspective employers.

Your signature below indicates your agreement with and acknowledgement of the following:

As an applicant for an employment position with CRY-ROP and work associates, including, but not limited to, supervisors, colleagues and subordinates to release to CRY-ROP any reference information in my personnel records or file (including but not limited to applications for employment, sick leave records, performance evaluations), academic records (including but not limited to transcripts, certificates, credentials), work-related credit and financial records, information related to my work-related personal characteristics (including but not limited to my character, dependability, honesty, integrity, ability to work under pressure, interpersonal skills, job related physical ability and reputation among co-workers) and all work-related information about me which may otherwise be of a privileged or derogative nature (including but limited to employment information, official employment documents and employment performance data).

I expressly and without reservation waive my right to review the information collected in the background check. Once hired, I waive my right to review the information released for employment verification.

The CRY-ROP will honor my right to privacy and maintain reference information in strictest confidence and solely for the purposes of evaluating my qualifications for the position. Informational obtained during the background check will not be provided to anyone outside the selection process.

A photocopy of this signed authorization is to be considered as valid as an original.

In executing this authorization, I fully and completely release and hold harmless all present and past employers and their officers, agents, assigns and employees, CRY-ROP and its officers, agents, assigns and employees and all other persons and entities from liability for any damage, including, to the full extent allowed by law, liability under the State and Federal Constitutions, California Civil Code Sections 45 and 46 and California Labor Code Section 1054 or any similar laws of other states or political entities, which may result from furnishing information which I am permitting to be released by way of this authorization.

I have carefully read and understand all of the provisions of this authorization and have voluntarily and without coercion or duress agreed to and signed this authorization. I have received a copy of this authorization and understand that I may revoke it at any time by delivery of written notice to CRY-ROP.

Candidate's Full Name (Print)

Other Last Names You Have Used (if any)

Candidate's Signature

Date