



Employment Application Packet Checklist

- Ensure the application is complete, signed and dated

- Ensure the application has the job number and position title

- Ensure the application accurately represents your employment history and includes valid references and telephone numbers

- Proof of education, certifications, and/or licenses that are required for the job

- If submitted online, ensure you receive a notice of receipt from the Human Resources Division

- If submitted in person, ensure the application is time-stamped by the HR Assistant

- Ensure each application is submitted on or before 5:00 p.m. of the closing date