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### Application Requirements

Official application forms and related materials must be correctly completed, returned to and received in the Human Resources Office no later than the deadline date and time (if any) listed on this announcement. Postmarks will not be accepted. **We reserve the right to reopen, re-advertise, or delay filling the position.**

### Other Requirements

#### **Fingerprinting:**

In accordance with AB 1610 & 1612, chapter 452 & 840, all employees must complete fingerprint background clearance through the California State Department of Justice **at their own expense** prior to beginning work.

#### **TB Test:**

*Prior to beginning work for this District*, you will be required to file evidence of having had a tuberculosis examination (Intra-dermal skin test) with a negative result. Medically verified positive skin test results require a chest x-ray.

#### **Authorization to Work:**

As required by the Immigration Reform and Control Act of 1986, ALL persons who are offered employment must provide the District with documents that establishes their identity and employment eligibility.

#### **Post Offer/Pre-Employment Assessment:**

Employment in positions of Maintenance Worker, Custodian, Food Service, Special Education Assistant and specific Special Education Teachers is contingent upon completing and passing an assessment to determine that physical duties of the position can be performed.

### Application Process

Following the closing date and time, your application will be forwarded to a screening committee. If the position is Open Until Filled applications will be forwarded on a weekly basis. At such time all applications will be reviewed and a decision will be made to interview from the pool, re-advertise, reopen, or delay the screening process until a suitable number of qualified applications have been received. Approximately 10 to 14 days later, you will be notified by mail, or by phone, whether or not you have been chosen for an interview. Candidates selected for an interview will be required to appear for an oral interview before a screening committee. **NOTE: Final candidates should be aware that more than one interview might be necessary.**