



Human Resources

1025 NINTH AVENUE
GREELEY, COLORADO 80631
PHONE: 970-348-6070
FAX: 970-348-6031

21st Century Tutor

☞ **Application**

- Complete the District 6 Online Application for the desired position. Make sure to complete Support Insight
 - Submission of your application will not be allowed if Support Insight has not been completed
- Everything is done online, no paper is accepted, please attach all documents electronically
- Be sure to complete the Approval Background Section of the Application

☞ **Interview Process (if you are a selected candidate)**

- If selected as a potential candidate, the hiring supervisor of that department will contact you to set up an interview
- If not contacted for an interview, then you were not selected by the hiring supervisor for the position
 - We do not contact all applicants

☞ **New Hire Checklist (Once you have been offered/selected for the position)**

- Obtain a fingerprint card from the Human Resources Department. **You** will take this card, a valid picture ID, and \$10.00 to the North Jail Complex located at:
 - 2110 O Street, Greeley, CO 80631
 - 970.356.4015 ext. 3904
 - The jail hours are 8am-5pm
 - No appointment is necessary
- Complete fingerprint card and return to Human Resources Department. There is an additional \$39.50 required to send in your fingerprints to the Colorado Bureau of Investigation. Credit cards, cash or check are the only acceptable forms of payment. The Human Resources Department does not have any change. Personal checks should be made out to WCSD6.

- ☞ Please contact your hiring manager or Human Resources with any questions or concerns