



## Human Resources

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

### **Child Care, One-Time Pay, Adult ESL, Child Find Screener, ESY**

#### **☞ Application**

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- 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)**

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- 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)**

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- Fill out an I-9 form. In order to complete the I-9 form, Human Resources will need to get a copy of a valid Driver's License and Social Security card, or Passport. Other acceptable forms of identification can be found under the New Hire Information Page.
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- Please contact your hiring manager or the Human Resources Department if you have any questions