



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

- ∞ 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)

- ∞ 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 are (insert link to page that has everything listed as to what is acceptable and what is not)
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- ☞ Please contact your hiring manager or the Human Resources Department if you have any questions