



## Human Resources

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

### Nutrition

#### ∞ 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
- ∞ The Risk Manager will contact you to set up an Ergo-Med evaluation
- ∞ If you are not contacted for an interview, then you were not selected by the hiring supervisor for the position
  - We do not contact all applications

#### ∞ New Hire Checklist (Once you have offered a candidate the position, they must do the following before they can start working)

- ∞ Obtain a fingerprint card from the Human Resources Department
  - You will take this card, a valid photo ID, and \$10.00 to the North Jail Complex located at
  - 2110 O Street, Greeley, CO 80631
  - Hours: 8am-5pm
  - 970.356.4015 ext.3904
  - No appointment is necessary
- ∞ Bring your completed fingerprint card back to the Human Resources Department
- ∞ Complete 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 here](#))
- ∞ Complete all payroll and benefits paperwork in a timely manner. A packet including payroll and benefits paperwork will be mailed to you at your work location or to your home
- ∞ You need to be scheduled for an orientation with the NS Supervisor ServSafe Skills Test with Chef Placement/Training
- ∞ The new hire must complete all payroll and benefits paperwork (if applicable) in a timely manner. This will be mailed to them, encourage them to seek support from Human Resources as needed

➤ Please contact your hiring manager or the Human Resources Department if you have any questions