



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/selected for the position)

- 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
 - The jail hours are 8am-5pm
 - 970.356.4015 ext.3904
 - No appointment is necessary
- Complete fingerprint card and return to 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 can be found under the New Hire Information Page.
- Complete all payroll and benefits paperwork (if applicable) 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