



APPLICATION CHECKLIST

Name: _____

Position: _____ Location/Dept: _____

Be sure you have enclosed all of the required documents with your application. If any of the required documents are missing, the application packet **will not** be processed.

- _____ Completed, signed application
- _____ Completed Personal Data form
- _____ Copy of high school diploma and/or transcript (classified position)
- _____ Official copies of college transcripts (professional position)
- _____ Resume
- _____ Copy of Social Security Card