



www.CommunityConnectionsCO.org
281 Sawyer Dr., Ste. 200, Durango, CO 81303
Main office phone: 970.259.2464
Main office fax: 970.259.2618
cci@cci-colorado.org

Dear Applicant:

Thank you for your interest in employment with Community Connections, Inc.! We strive to hire the most qualified candidate for each position. In accomplishing that goal, the following is provided to inform you of our hiring process:

Please complete and submit the applicant documents indicated below to Human Resources (HR) within the required period for the position you are applying. Documents may be obtained on CCI's website and submitted to cci@cci-colorado.org as pdf's; or obtain and submit paper documents at 281 Sawyer Dr., Ste. 200, Durango or 105 S. Harrison, Cortez. Please note, applications are only accepted during the time a position is open for recruitment.

- Completed and signed paper or online application. Incomplete applications will not be considered. (If an application has been submitted within the past twelve (12) months, please indicate such on the application.)
- Completed and signed VECHS Waiver Agreement and Statement (Volunteer and Employee Criminal History Service) Form.
- Signed Position Description Acknowledgement Form with position title you are applying for indicated.

For your records, please retain the documents below for future reference (obtained on CCI website under Employment; or paper documents at 281 Sawyer Dr., Ste. 200, Durango or 105 S. Harrison, Cortez):

- Copy of the fingerprinting process. If a ***contingent job offer is made, you will be required to submit a completed fingerprint card to HR as part of the criminal background check for positions requiring direct client services. Fingerprinting and/or other background checks may be conducted based on requirements of the position.
- Notice of Summary of Fair Credit Reporting Act (FCRA) to be retained for your reference in the event the criminal background check is used to deny employment.
- Copy of the position description.

For your information, CCI's hiring process is as follows:

- Receipt and review by HR of the completed applicant documents (resume and cover letter, if requested).
- Submission by HR of the application (resume and cover letter, if requested) to the departmental director for review.
- Interview scheduled and conducted for considered applicants.
- Position may require applicant observation of service provision prior to professional reference checks.
- HR conducts professional reference checks for applicant prior to contingent offer. Director reviews reference information and hiring decision is made.
- HR makes contingent job offer.
- HR schedules first day of employment with new employee.
- Fingerprinting completed by new employee and turned into HR within one (1) week of first day of employment.
- Applicants not chosen for employment notified by Human Resources.

***Contingent job offer is a conditional offer of employment. Employment is initiated and continued employment is based on the results of the background check(s) completed by a third party provider. If criminal background or other background information precludes the employee from continued employment, the employee may be released from employment.

Again, thank you for allowing us to consider you for employment with CCI!

Regards,

Judy Schreckenbach
HR Vice President