



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 the online application, and any applicable supplemental documents requested, for the position(s) you are applying. Please note, applications are only accepted during the time a position is open for recruitment. Paper applications are only available as an ADA accommodation request from the Hiring Manager or contact HR at 970-565-7695.

- **Applications must be completed before employment commences.** (If an application has been submitted within the past twelve (12) months, please indicate such on the application.)
- A signed Position Description for the position you are applying for must be completed at the time of an interview.

Please review the documents below for future reference (available on CCI website under Employment):

- **Background review:** A contingent job offer requires a satisfactory criminal background check for positions requiring direct services to adult clients. A review will be conducted with a) Colorado Adult Protective Services (CAPS); b) Colorado Bureau of Investigation (CBI); c) Department of Regulatory Agencies (DORA); d) Office of Inspector General (OIG); and e) a third-party investigative provider. For all other positions, a background review will be conducted including Colorado Bureau of Investigation (CBI) and a third-party investigative provider. If the position requires driving for business, a satisfactory check of a motor vehicle record must be conducted. Adverse background checks may disallow consideration of employment or continued employment;
- **Notice of Summary of Fair Credit Reporting Act (FCRA)** explains your rights as an applicant in the event the criminal background check is used to deny employment. This is available on our website and provided to candidates with unsatisfactory background reviews;
- Copy of the **position description** is available during the process of applying for the position.

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

- Receipt and review by HR and Department Director or Executive Administrator of the completed online application (resume and cover letter, if requested);
- Interview scheduled and conducted by applicable Hiring Manager(s) for considered applicants;
- Position may require applicant observation of service provision prior to professional reference checks;
- If a contingent job offer is made, HR then conducts background reviews, including a Motor Vehicle Record check if position requires driving for business, and professional reference checks for applicant. Hiring Manager reviews reference information and hiring continues with satisfactory background and reference checks;
- HR schedules virtual onboarding meeting with new employee which is the first day of employment;
- Applicants not chosen for employment are notified by HR.



CommunityConnectionsCO.org

ADMINISTRATIVE HEADQUARTERS
281 Sawyer Dr., Ste. 200, Durango, CO 81303
970.259.2464 tel | 970.259.2618 fax
cci@cci-colorado.org

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

Best Regards,

Judy Schreckenbach
HR Vice President
970.565.7695
judys@cci-colorado.org



Creating opportunities for children and adults with intellectual, developmental and other disabilities to lead healthy, fulfilling and inclusive lives in Archuleta, Dolores, La Plata, Montezuma and San Juan counties since 1985.