



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 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 available at 281 Sawyer Dr., Ste. 200, Durango, CO, or 105 S. Harrison, Cortez, CO, as an ADA accommodation request.

- **Incomplete applications will not be considered.** (If an application has been submitted within the past twelve (12) months, please indicate such on the application.)
- A completed and signed Position Description Acknowledgement form with position title you are applying for must be submitted at the time of an interview.

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

- Background review: If a job offer is made, as part of the criminal background check for positions requiring direct services to adult clients, a review will be conducted, including a state investigative agency, Colorado Adult Protective Services (CAPS), and a third party investigative provider. For all other positions, a background review will be conducted including a state investigative agency and a third party investigative provider;
- **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 online.

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

- Receipt and review by HR and Department Director of the completed applicant documents (resume and cover letter, if requested);
- Interview scheduled and conducted by applicable departmental manager(s) 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 job offer. Director reviews reference information and hiring decision is made;
- HR conducts background review;
- HR makes job offer if background review is satisfactory;
- HR schedules first day of employment with new employee;
- Applicants not chosen for employment are notified by HR.

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

Best Regards,

Judy Schreckenbach
HR Vice President