



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 only available from Human Resources (970-259-2464 or hr@cci-colorado.org) 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 signed Position Description 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 job offer, or a contingent job offer, requires a satisfactory 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), Colorado Bureau of Investigation (CBI), Department of Regulatory Agencies (DORA), Office of Inspector General (OIG) 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. 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 of the completed application (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;
- If a job offer, or 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. Director reviews reference information and continued employment or hiring decision is made;
- 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