



FRONT RANGE COMMUNITY COLLEGE

FRCC Informational Sheet for Candidates Seeking Employment

Seeking Employment with FRCC in a position that is exempt from the Classified State Personnel System:

- To initiate the process the candidate external and/or internal must submit a complete employment packet, which includes:
 - 1) Cover letter of interest detailing your education and experience as related to the position
 - 2) Application for Exempt Employment
 - 3) Resume
 - 4) Copies of college/university transcripts indicating degree awarded only if degree award is notated as a required or preferred qualification in the job announcement.Submit the employment packet to the **designated** Human Resources Office noted on the job announcement. Failure to submit to the designated Human Resources office may result in delayed processing and/or disqualification.

- Application packets are part of the screening and selection process and will be reviewed to determine if you meet the minimum requirements for the position. Application reviews are a major step in the exam process. Therefore, it is important to address your experience, work products, and accomplishments as they relate to the position duties and minimum requirements outlined in the position announcement. **Failure to include the required information and/or documents requested in the employment packet by the application deadline will result in your application not being considered for review.** Applications must be completed in their entirety (the words "See Resume" on the application are NOT acceptable) and **SIGNED** to be accepted. Resumes and cover letters will **NOT** be accepted in lieu of the official application forms.

- It is the candidate's responsibility to provide all of the required documents in his/her initial application packet. Notification will not be given if packets are missing documents or are otherwise incomplete, and the candidate will not be forwarded to the screening committee.

- All candidates will be notified at the completion of the recruitment process and once the position has been filled.

- Federal regulations require that FRCC retain all documents submitted by applicants. Materials will not be returned or copied for applicants.

- When applying for any other position at FRCC, a separate, completed application package must be submitted.

Positions with Educational Requirements:

- General Credit Course Instruction: Requires a copy of transcripts documenting receipt of an Associates or Bachelor degree.

- Transfer Credit Course Instruction: Requires a copy of transcripts documenting receipt of a Master degree, which includes completion of 18 graduate credit hours in the subject area you are interested in teaching. (Applicable for courses transferable to a four year college or university)
- Occupational Course Instruction: Requires a Colorado Vocational Credential in applicable area. If you have a Colorado Vocational Credential, please include a copy in your application materials. If you do not have one , or are unsure as to whether one is required refer to the following website: http://www.coloradostateplan.com/default_cred.htm

Conditions of Employment:

- All candidates who are extended an offer of employment must complete and pass a background check.
- The State of Colorado must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents within 3 days of hire to verify identity and authorization to work in the United States.
- For positions requiring a degree, candidates **must** provide official transcripts within 30 days of hire.
- State vehicles will not be provided for travel and auto insurance will be your responsibility unless indicated in job description.
- All regular positions allocated on the staffing pattern will be on a monthly pay cycle and paid on the last business day of the month. Employees starting on the 1st of a month will be paid at the end of that month. Employee's starting after the 1st of the month will need to contact HR regarding payroll schedule.
- All part time or temporary hourly positions will be paid on a biweekly schedule, every other Friday, based on bi-weekly timecard schedule.
- All Faculty on a 9 month contract are paid over a 12 month period of time. The basis for the monthly salary payments will be 1/12th of the nine-month salary established for the academic year. Contracts begin mid August and will begin pay out on the September pay cycle.
- All Employees are required to have direct deposit of their paycheck. Employees may use a checking or savings account, and/or have their check split between accounts.
- Per IRS Publication 15, Circular E, we are required to correctly record an employee's name and social security number as shown on their social security card. Agencies will be penalized for recording incorrect information. Therefore, each agency must have a copy of the employee's social security card at the time of hire.