



## GENERAL INFORMATION FOR APPLICANTS

1. Individuals hired by the Baldy View Regional Occupational Program must be lawfully authorized to work in the United States. In accordance with the Immigration Reform and Control Act of 1986, at the time of hire new employees must provide: (1) original photo documentation verifying their identity; and (2) original documentation authorizing employment in this country.
2. **APPLICATION PROCEDURE:**
  - Application forms (available from the Human Resource Office or on our website at [baldyviewrop.com](http://baldyviewrop.com)) and related materials must be fully and correctly completed and returned to the Human Resource Office no later than the deadline date indicated on the front of the job bulletin. Incomplete (including unsigned) applications will not be processed. Other documents necessary to complete your application are: Resume and applicable credential. The information you give will be reviewed and will be subject to verification. Applicants will be notified as to whether their application has been accepted or rejected.
3. **EXAMINATION:**
  - Once your application has been accepted, applicants will be invited to take an examination. Applicants must successfully complete and pass the examination in order to be considered further.
4. **SELECTION PROCESS:**
  - Once you have completed and passed the examination process, applicants will be invited for a panel interview evaluation. The interview panel will provide the Superintendent with the top three candidates for final selection. All candidates will be notified in writing following the final selection.
  - All offers of employment are subject to and contingent upon the completion of a criminal background check by the California Department of Justice. Convictions of certain crimes, including but not limited to sex and narcotics offenses and serious and violent felonies, as specified in the Education Code and Penal Codes, will bar employment with Baldy View Regional Occupational Program.

**5. OTHER REQUIREMENTS:**

- Tuberculosis or Chest X-Ray - must be completed before being employed and beginning work for this District, you will be required to file evidence of having had a tuberculosis Mantoux examination (Intradermal skin test) with a negative result within the past 60 days. Medically verified positive skin test results require a chest x-ray.