

Application Attachment Cover Sheet

Complete this cover sheet and submit via:

E-mail- hr@losrios.edu

Fax - (916) 286.3655

Drop Off or Mail - 1919 Spanos Court (Human Resources) Sacramento 95825

- **Attachments for Multiple Positions:** If this cover sheet is for multiple positions and all documents are the same, please include all confirmation numbers. **If documents are different for each position**, please use a separate cover sheet.
- **Confirmation Number(s) Required:** Documents will **only** be attached to stated confirmation numbers. (You may retrieve your confirmation number from the "Application Status" screen after logging in).
- **Late Documents:** Documents received after midnight (12 a.m.) of the posting closing date **WILL NOT** be attached.
- **Status of Documents Submitted:** You may view your attachments once you login under your user name and password. **NOTE:** It may take up to five business days after the closing date for documents to be attached.

Applicant Name: (include other names used):	
Confirmation #(s): (required)	
Job Title/ Job Posting #(s): (required)	
Closing Date(s):	
Contact information: (phone number and/or email)	
Comments:	
Application Changes/Updates – <i>(for open positions ONLY)</i>	<i>I have updated information on my application. Please update the following job postings to reflect these changes:</i> _____

New Attachment	Replacement of a previous submission?	Document Type	
<input type="checkbox"/>	<input type="checkbox"/>	Resume/Vita	<p>Additional Attachment Information:</p> <p>Position Requirements: Document attachment requirements vary depending on position type. Please review the position requirements carefully.</p> <p>Additional Documents: Do not attach documents that are not required by the position. (ONLY what is requested on posting)</p> <p>If you need any assistance with this process please contact our office at (916) 568-3112 or via e-mail at hr@losrios.edu.</p>
<input type="checkbox"/>	<input type="checkbox"/>	Letter of Interest	
<input type="checkbox"/>	<input type="checkbox"/>	Unofficial Transcript 1	
<input type="checkbox"/>	<input type="checkbox"/>	Unofficial Transcript 2	
<input type="checkbox"/>	<input type="checkbox"/>	Unofficial Transcript 3	
<input type="checkbox"/>	<input type="checkbox"/>	Foreign Transcript Evaluation	
<input type="checkbox"/>	<input type="checkbox"/>	Letter of Recommendation 1*	
<input type="checkbox"/>	<input type="checkbox"/>	Letter of Recommendation 2*	
<input type="checkbox"/>	<input type="checkbox"/>	Supplemental Application	
<input type="checkbox"/>	<input type="checkbox"/>	P-881 (Report of Arrests)	
<input type="checkbox"/>	<input type="checkbox"/>	P-38 (Equivalency Verification)	
<input type="checkbox"/>	<input type="checkbox"/>	Typing Certificate	
<input type="checkbox"/>	<input type="checkbox"/>	Other Documents	
Total number of pages including cover page _____ *Do not include to classified positions			