



---

---

## **Employment Application Checklist**

Use this checklist when preparing to submit your application packet to ensure you have included all necessary materials.

### **Initial Application:**

- Completed application (pages 1, 2, and 3)
- Resume
- Copy of High School Diploma, GED, College Diploma, and College transcripts
- Original copy of driving record (*must have been obtained within the last 6 months*)
- Copies of all fire, medical, and other pertinent certifications. Please make sure certificates for all required items listed in the job description are present. It is the applicant's responsibility to provide proof of completion (i.e. certificate or transcript) for any course they claim in their resume/application. If such proof is not provided, credit for the coursework will not be given in the application screening process.
- Two copies of Driver's License
- Submit results of the Aims Community College AccuPlacer Test taken within the last 5 years.
- **Submitted prior to deadline for position closing**

### **If Invited to Participate in the Testing Process:**

- Signed Physical Agility Test Release Form
- Signed Intent to Test Form
- **Submitted prior to deadline**