

## What is a complete application packet?

Please bring all the following documents (*if applicable*) with you to the hiring event.

### **For Pathways Recent Graduate Positions.**

**To qualify for a recent graduate position**, you must have completed, within the previous 2 years (or be 3 months from graduation), a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution.

Veterans unable to apply within two years of receiving their degree, due to military service obligation, have as much as six years after degree completion to apply. The two year eligibility period begins at the time of discharge and expires six years after degree completion.

1. **Cover letter** – (OPTIONAL – 1 page max) identify the positions/locations you are applying to, academic program, academic major, anticipated graduation date, and career goals.
2. **Resume that includes the following information:** 1) job information for which you are applying; 2) contact information; 3) education; 4) work experience including the work schedule and hours worked per week as well as dates of employment; and title, series and grade, if applicable; 5) supervisors phone number and e-mail address for each work period listed and whether or not we may contact them for reference checks; 6) References, and 7) other qualifications.

***References will be called at the event. Please ensure that you have up-to-date contact information for your references and inform them that we will be contacting them for a reference April 24 or 25.***

3. **Proof of Graduation** – official academic documentation that verifies completion of degree or certificate within eligibility time limits of Recent Graduate program. This documentation may include: an official letter from the school's registrar's office confirming the completion of degree or certificate and the date completed; official or unofficial transcripts identifying the date and type of degree awarded; or a copy of the actual degree or certificate issued by the school. An unofficial copy of transcripts is sufficient with the application; however, if selected, an official college transcript will be required prior to appointment.
4. **College Transcripts** if education is required for meeting basic qualifications and/or used as a substitute for specialized experience. An unofficial copy is sufficient; however, if selected, an official transcript will be required prior to entering on duty. Education must have been successfully completed and obtained from an accredited school, college, or university. All transcripts must be in English or include English translation.
5. **Veterans, if claiming preference:** DD-214, Certificate of Release from Active Duty showing dates of service and type of discharge. Disabled veterans must include VA letter & SF-15 if claiming 10 pt. preference. Current active duty members must submit certification that they are expected to be discharged or released from active duty under honorable conditions no later than 120 days after date the certification is submitted.

## **For Pathways Intern positions:**

**To qualify for a Pathways Intern Position**, you must be accepted for enrollment or enrolled and seeking a degree in a qualifying educational institution, on a full or half-time basis.

1. **Cover letter** - (OPTIONAL) identify the positions/locations you are applying to, academic program, academic major, anticipated graduation date, and career goals.
2. **Resume that includes the following information:** 1) contact information; 2) completed course work (unit/credit hours); 3) academic standing/GPA; 4) work/volunteer experience including the work schedule and hours worked per week as well as dates of employment; and title, series, and grade, if applicable; 5) supervisors name, phone number and email address for each work period listed and whether or not we may contact them for reference checks; and 6) references.

***References will be called at the event. Please ensure that you have up-to-date contact information for your references and inform them that we will be contacting them for a reference April 24 or 25.***

3. **Current transcripts:** an unofficial copy is sufficient with the application; however if selected, an official college transcript will be required. Transcripts **MUST** include the students name, name of the school, current GPA/academic standing, past and current coursework, and degree program. If your school's transcripts or documentation do not provide all the necessary information listed above, you should include additional official academic documentation that meets the requirements.
4. **Acceptance letter:** Students who have recently graduated or are expected to graduate in the next term should include an official acceptance letter along with their transcripts to verify they are continuing their education.
5. **Veterans, if claiming preference:** DD-214, Certificate of Release from Active Duty showing dates of service and type of discharge. Disabled veterans must include VA letter & SF-15 if claiming 10 pt. preference. Current active duty members must submit certification that they are expected to be discharged or released from active duty under honorable conditions no later than 120 days after date the certification is submitted.