

VIRGINIA HIGHLANDS COMMUNITY COLLEGE OFFICIAL JOB ANNOUNCEMENT CHECKLIST

ITEM	EMPLOYEE DESIGNATION		DEADLINE FOR SUBMISSION
	CLASSIFIED STAFF	FACULTY (TEACHING & ADMINISTRATIVE)	
Commonwealth of Virginia Application (DHRM 10-012)**	✓	✓	5:00 p.m. EST* on the designated closing date.****
Original Signed & Dated Commonwealth of Virginia Application (DHRM 10-012)	✓	✓	At the time of interview.
Résumé**	Optional***	✓	5:00 p.m. EST* on the designated closing date.****
<i>Unofficial</i> copies of ALL undergraduate and graduate transcripts**	Optional***	✓	5:00 p.m. EST* on the designated closing date.****
<i>Official</i> copies of ALL undergraduate and graduate transcripts	Optional***	✓	Before a contract is issued.
Letter of Intent addressing qualifications in support of advertised position**	Optional***	✓	5:00 p.m. EST* on the designated closing date.****
List of at least three (3) references including names, addresses, telephone numbers, and e-mail addresses (if available)**	(As part of Virginia Application)	✓	5:00 p.m. EST* on the designated closing date.****

* Eastern Standard Time or Eastern Daylight Savings Time dependent upon the time of year.

** Documents may be submitted as original print copies, faxed, or attached to e-mail.

*** Based upon the requirements of the position.

**** Unless position is designated as “open until filled”.

All Official Job Announcements will include application instructions including the closing date and time and required documentation, job specifications and qualifications, any job restrictions, and AA/EEO Statement.

It is the sole responsibility of the applicant to ensure that all required documents are received by the designated deadlines.