

Fax Cover Sheet for Application Attachments

Please complete this cover sheet and fax to: (916) 218-6297

- **If applying to multiple postings:**
If this fax is for multiple positions and all documents are the same, please include all confirmation numbers.
- **If documents are different for each position:**
Please include a separate cover sheet for each position.
- **To confirm receipt after faxing your document:**
You may check or view your attachments once you login under your user name and password. Please allow up to 5 days after the closing date for documents to be attached; if you do not see after 5 days, contact Human Resources at (916) 568-3112.
- **Late Documents:**
Any documents received after midnight of the posting closing date will not be attached.

Applicant Name: (include other names used)		
Confirmation Number (required*):		
Job Title / Posting Number:		
Contact Information: (Phone number and/or email address)		
Comments: (Additional Information)		
New Attachment	Replacement of a previous submission?	
<input type="checkbox"/>	<input type="checkbox"/>	Foreign Transcript Evaluation
<input type="checkbox"/>	<input type="checkbox"/>	Letter of Interest
<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"/>	P-881 (Report of Arrests)
<input type="checkbox"/>	<input type="checkbox"/>	P-38 (Equivalency Verification)
<input type="checkbox"/>	<input type="checkbox"/>	Resume/Vita
<input type="checkbox"/>	<input type="checkbox"/>	Supplemental Application
<input type="checkbox"/>	<input type="checkbox"/>	Transcript #1
<input type="checkbox"/>	<input type="checkbox"/>	Transcript #2
<input type="checkbox"/>	<input type="checkbox"/>	Transcript #3
<input type="checkbox"/>	<input type="checkbox"/>	Typing Certificate
<input type="checkbox"/>	<input type="checkbox"/>	Other Documents
Total number of pages including cover page _____		

Additional Attachment Information:

Please Note: Document attachment requirements vary depending on position type, therefore, please review the position requirements of the posting carefully.

If you need any assistance with this process please contact us at (916) 568-3112

* Documents will **ONLY** be attached to stated confirmation numbers. (You may retrieve your confirmation number from the "Application Status" page after logging in).

HR Use Only:
 Scan/Attach Date: _____
 Initials: _____
 Last updated: 10/09