

# Application Attachment Cover Sheet

**Complete this cover sheet and submit via:**

**E-mail- [hr@losrios.edu](mailto: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.

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

New Attachment	Replacement of a previous submission?	Document Type	
<input type="checkbox"/>	<input type="checkbox"/>	Resume/Vita	<p><b>Additional Attachment Information:</b></p> <p><b>Position Requirements:</b> Document attachment requirements vary depending on position type. Please review the position requirements carefully.</p> <p><b>Additional Documents:</b> Do not attach documents that are not required by the position. (<b>ONLY</b> what is requested on posting)</p> <p><b>If you need any assistance with this process please contact our office at (916) 568-3112 or via e-mail at <a href="mailto:hr@losrios.edu">hr@losrios.edu</a>.</b></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	
<b>Total number of pages including cover page _____</b>			