

JSCC Application Requirements

Follow the guidelines below to ensure full consideration of your employment application.

1. Resumes may be attached to the application. However, "See Resume" will not be accepted in lieu of a completed application. All degrees awarded, work history, and credentials must be noted on application.
2. Each employer and/or position must be listed separately and be sure to include duties for each position.
3. Once the application has been submitted no additional changes can be made to the application. If revisions are needed, a separate application must be submitted.
4. Unofficial transcripts **MUST** be electronically attached to application **OR** submitted to Human Resources prior to being considered for an interview. Transcripts must show degree awarded or conferred from a degree-granting institution.
5. Foreign degree evaluations must be attached in lieu of transcripts for degrees earned outside of the United States **OR** you must make your foreign degree evaluations available to Human Resources before being considered for an interview.
6. Communication regarding your application will be sent via email.
7. References (including names, contact information, and relationship) are required at the time of application. You must include three (3) references. Two must be professional (past or present supervisors).
8. Official transcripts for all coursework and degrees will be required within 30 days of hire.
9. Transcripts are not required for student employment.

All degrees must be awarded by regionally accredited institutions.

If you have technical issues please contact NeoGov at 855-524-5627

Need an Accommodation? If you need assistance with an application or interviewing accommodations, please contact Human Resources at 910-296-2400.