

HOW TO APPLY:

Students are encouraged to submit only what is requested for the application packet. If you apply for more than one position, a separate and complete application packet must be submitted for each position. It is your responsibility to make sure your complete application packet reaches Jessica Smith by 5pm on the closing date or first review date. Applications will be accepted only for announced Cooperative Work Experience Future Ready Oregon positions.

**Students in the Cooperative Work Experience Future Ready Oregon YDD program will be employed by Treasure Valley Community College. Original documentation is required for I9 Employment Eligibility Verification: US Passport, Drivers License, Social Security Card, Birth Certificate are the most common forms used.*

STEP 1 - OBTAIN AND APPLICATION FOR EMPLOYMENT

- Please save the “Application for Cooperative Work Experience” to your desktop and complete. This document must be included in your application packet.

STEP 2 - GATHER ALL OTHER REQUIRED DOCUMENTATION

- Resume and cover letter (detailing relevant experience and qualifications)
- Supplemental information as specified in the job announcement

STEP 3 - SUBMIT YOUR APPLICATION PACKET

- Application for Cooperative Work Experience, resume, cover letter & any supplemental information requested.
- Application materials can be emailed to **Jessica Smith at jsmith@tvcc.cc**
- Drop off in person in the **Oregon Trail Building, room 107A**

For security and privacy purposes, please do not email any documentation containing social security numbers or date of birth.

For questions please contact:

Jessica Smith

Future Ready Oregon Cooperative Work Experience Coordinator
jsmith@tvcc.cc - 541-881-5964