



University of Wyoming Extension
Crook County Office

INSTRUCTIONS FOR APPLICANTS

Thank you for your interest in an employment opportunity with Crook County Extension. The following information describes the application and hiring process for all staff positions. Please read all of these instructions and carefully follow the directions.

1. **TEST.** The application process is a test and provides us with an opportunity to assess your ability to read, understand and follow written instructions that are provided on the Employment Application. It is important to be very thorough in the application process. Your application package is a representation of you and is what the hiring committee will be reviewing to screen the pool of applicants.
2. **APPLICATION.** Crook County Extension only accepts applications for vacant positions as they occur. You must submit a separate complete application package each time you apply for a vacant position.
3. **REVIEW/CONSIDERATION.** Your application must provide complete and detailed descriptions of your work experience so we can accurately review and consider your candidacy for the vacancy. It is to your benefit to be thorough because this information is used to determine if you meet the qualifications for the position. While attaching a cover letter, resume and reference information as supplemental documentation is also required, it is still necessary for you to fully complete the Previous Employment section of the application form.
4. **CLOSING DATE.** After the closing date, all applications are reviewed for completeness and minimum qualifications for the advertised position. Applicants who submit complete packets and meet the minimum qualifications for the position are forwarded to the hiring committee for further review. Candidates who are determined to be the most qualified for the position are contacted by telephone for an appointment to be interviewed. Applicants who withdraw from the search process will receive no further contact from Crook County Extension regarding their application status.
5. **REFERENCE CHECKS.** Before making a formal job offer, Crook County Extension conducts reference checks. The reference checking process involves talking with current and former supervisors and others who are able to discuss your job performance and aptness for the position.
6. **EMPLOYMENT ELIGIBILITY.** Crook County Extension intends to hire only persons authorized to work in the United States. To comply with the Immigration Reform and Control Act, employees must provide proof of identity and authorization to work in the United States. Please do not include this confidential documentation in the application package because it is only required at the time of hire.
7. **DISABILITY.** Any person with a disability who needs accommodations during any phase of the recruitment process is encouraged to contact Bill Taylor at Weston County Extension in advance at 307-746-3531.
8. **APPLICATION MATERIALS.** All application materials become the property of Crook County Extension and, unless specified otherwise, will not be returned to the applicant. Retain any certificates for your files and submit copies only.