

**Applicant Selection  
Documentation Checklist**

- ☐ **Resume**
- ☐ **CTCOG Application**
- ☐ **Verification of Education**
  - **Verifications Inc. – highest diploma received**
- ☐ **Verification of Employment**
  - **Verification Inc. – last 5 years (comments)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ **Criminal Background Check - (new employees only)**
  - **Verification Inc - last 7 years**
- ☐ **Salary Recommendation Form**
- ☐ **Reference Checks/optional - attach information IF reference checks are done)**
- ☐ **Review prior Appraisals and/or talk with current supervisor about employment (internal applicants only)** No documentation attached
- ☐ **Comments:** \_\_\_\_\_  
\_\_\_\_\_

This documentation packet is forwarded to the Workforce Solutions Director prior to making a job offer. Packet may be submitted pending the documentation from verifications Inc.