

Treasure Valley Community College

Code: **GBB-AR**
Adopted: 10/14/09
Revised/Reviewed: 2/15/11; 12/15/15
Orig. Code(s): AR 400-2; AR 400-3;
AR 400-4; AR 400-5; GC-AR

Application Procedures

The College will pursue positive action to provide job and program opportunities for underutilized groups, prevent discrimination in recruitment and employment, assure nondiscriminatory advancement and training opportunities, and pursue nontraditional opportunities for men and women.

Job Posting

All approved job openings will be posted via the website by the Human Resources Office for a minimum of five work days.

Employment Application

Individual departments on campus may accept and keep on file any applications for **part-time** (29 hours per week or less) employment. Once hired, the original application form must be submitted to Human Resources. A copy may be kept on file in the department. All new employees must fill out a W-4 and I-9 Verification Form and have it on file with Human Resources **before they begin working**.

Materials submitted in employment applications become the property of TVCC and will be retained in accordance with state and federal recording laws. The College relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsifications or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Unsolicited Employment Applications

The Human Resources Office will not accept unsolicited letters, resumes or employment applications, except for adjunct instructors. In the event of a vacancy, most positions are advertised in the newspapers and other appropriate sources. Visit the Human Resources webpage at www.tvcc.cc or contact the Human Resources Office to receive a Recruitment Announcement about any current employment position openings.

However, those seeking employment as an adjunct instructor may send in the appropriate materials stating how they qualify for the position. Human Resources will receive and maintain these adjunct applications.

Volunteers

Volunteers are not employees of the College. The service of a volunteer may be discontinued at any time for any reason, and either party may end the arrangement at any time. Volunteers must abide by all rules,

policies, and practices of the College. A College employee may volunteer as long as the volunteer hours worked do not involve the same type of service/work for which the person is employed by the College.

Any person wishing to perform duties on a volunteer basis for the College must sign a Volunteer Services Agreement before beginning a volunteer assignment. The department with the volunteer must submit the Volunteer Services Agreement, a schedule of duties, and a monthly timesheet showing volunteer hours to the Business Office. The Volunteer Services Agreement is available from the Business Office.