**E-MAIL TO BE SENT FROM HIRING SUPERVISOR TO POTENTIAL NEW HIRE TO APPLY TO TEMPORARY CLASSIFIED POSITION POOL**

**(For positions requiring minimum qualifications)**

Dear Applicant:

Thank you for your interest in the Los Rios Community College District.

In order to be considered for hire and ensure you meet the minimum qualifications for the position, you are required to complete a Los Rios Community College District, Classified Application.

The position which you are being considered for is: Temporary XXXX

Please review the job description so that you provide enough detail of your work experience and education, as well as attaching the appropriate required documents, so that we may review to determine if you meet the minimum qualifications. Job Descriptions are available at: <https://employees.losrios.edu/employee-groups/temporary-employees/temporary-employee-job-descriptions-and-safety-analyses>

The application is available via an internal job posting link; you can view this job posting by [clicking here.](http://jobs.losrios.edu/postings/14427) The position title is for a general pool titled “Temporary Classified Position Pool”.

**NOTE**: This is an internal job posting link, that is not advertised on the external Applicant Portal website. If you cannot access the link above, please open the link trying one of the following options:

*1. Access the link via this e-mail from a browser other than Safari and/or*

*2. Cut and paste the following link into your browser-* <http://jobs.losrios.edu/postings/14427>

After opening and reviewing the job posting, in the upper right hand corner of your screen, click on “Apply to this position”. Complete the Classified Application.

Once you have completed and submitted the application, you will receive an email with a confirmation number which confirms completion of the application process. Upon receipt of the email confirmation, ***you must notify your hiring supervisor that you have submitted your application.***

If you have questions in regards to completing this application, please contact our Recruitment Office at 916-568-3112 or HR@losrios.edu.

If you have questions in regards to this specific job opportunity, please email me using the contact information provided below.

Thank you,

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