



Important things to remember.....

When using our online system

- You must apply for each position when the vacancy is posted. Your online application is active only if you attach it to the open position. Please review the list of support documents that are required with submission so that you are not disqualified.
- Remember to update your application to include experience and skills relevant to the position for which you are applying.
- Check the closing dates carefully for the relevant position to be sure that if additional documents need to be submitted you will have the time to do so.
- Your application and information will be handled by professionals at the KCCD Human Resources Department.
- All information received is confidential and will not be shared with any other group or agency.