

COLLEGE OF CENTRAL FLORIDA ONLINE EMPLOYMENT APPLICATION INSTRUCTIONS

*A brief overview regarding
how to apply for a vacant
position at the college.*



COLLEGE OF CENTRAL FLORIDA . 3001 SW COLLEGE ROAD. OCALA . FL . 34474-4415
TELEPHONE 352-854-2322 . E-MAIL hr@cf.edu . FAX 352-873-5885
The college is an Equal Opportunity Employer and Drug Free Workplace.

Thank you for visiting the Human Resources Employment website.



Getting Started

- To view current positions at the college please click on the first link, [Position Vacancies and Applications](#).

What's Next?

- At the, Employment Opportunities Web page; Click one of the position category links such as [Administrative](#), [Full-Time Professional and Career](#) or [List All](#) to view all vacant positions at the college.

How to Apply

- Review the requirements for the position prior to applying.
- If you meet the minimum qualifications click yes to submit an employment application. If you do not meet the minimum qualifications, click no.

How do I verify my application is complete?

- Verify that the e-mail address you provide is correct. It is our primary means of communicating/corresponding with all applicants.
- Applications are confirmed electronically via e-mail. You **MUST** click the **submit** button to forward your **APPLICATION**. You will see the confirmation screen for the application only.
- ***Submit a pool authorization card to identify the position of intent.*** Failure to submit a pool authorization card for the position of intent will disqualify you from consideration.

As the applicant, you are responsible for the proper submission of documentation for consideration.

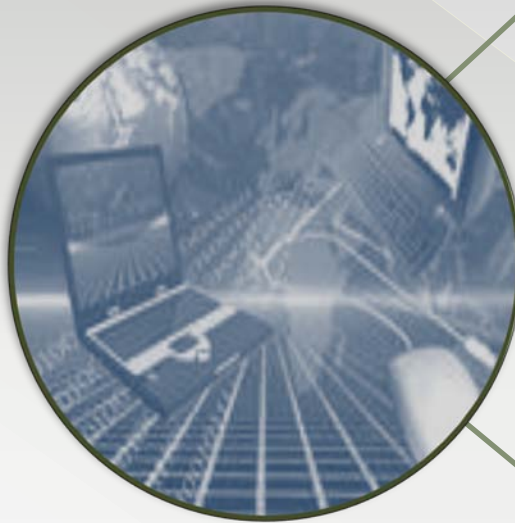
Simple Reminders

- Please provide employment history as it applies to the position of intent. Failure to provide job duties from previous employers may disqualify you from consideration for the position
- Submit transcripts or other required documents via e-mail or fax.

Technical Issues

- Contact the Human Resources Department at 352-873-5819 or via e-mail at hr@cf.edu if you have technical problems.

What documents will I need to submit?



A Curriculum Vitae or Resume may be attached to the electronic application.

- Outline of Work History and Education Information.
- Provide reference letters at this time if required.

Submit a **copy of transcripts** from an accredited institution indicating the required degree conferred.

- Verification of degree requirement for position of intent.
- A degree certificate is NOT acceptable to verify degree attainment.
- E-mail or fax only when required for the position

E-mail Resume & Transcripts to hr@cf.edu or fax to 352-873-5885.

- Transcripts may be scanned and e-mailed. File size should not exceed 5MB
- Verify prior to sending that the transcripts or ID will be legible when faxed. May require changing contrast on your copier.

Summary

Review the job requirements. Verify that you meet the minimum qualifications.

Submit an Application for the position of intent.

Submit a Pool Authorization Card for the position of intent.

E-mail or fax transcripts and/or other required documents to hr@cf.edu or 352-873-5885.

- If you are selected by the search committee for an interview, the search committee chair or a representative of the college will contact you directly.
- If you do not receive correspondence from the search committee this indicates that you have not been selected for an interview.
- Please view the CF Employment web page regarding the status of a position.