

IMPERIAL VALLEY COLLEGE  
OFFICE OF HUMAN RESOURCES

Dear Applicant: The following checklist is provided for your assistance in ensuring your application packet is complete; incomplete applications cannot be forwarded to our screening committee. The following documents **are required and must be submitted to Human Resources in order for your application to be considered:**

- \_\_\_\_\_ Completed and signed IVC application form
- \_\_\_\_\_ Answers to the “Supplemental Questions”
- \_\_\_\_\_ Professional Resume
- \_\_\_\_\_ Copies of transcripts (unofficial copies are acceptable for application purposes)  
Note: Foreign transcripts and degrees must include an evaluation by a United States clearing house.
- \_\_\_\_\_ Three (3) letters of reference
- \_\_\_\_\_ Complete Application for Equivalence, if applicable,

Please verify that your application is complete by checking each applicable item. Please sign and date the checklist and return it with your application. Thank you for your interest in Imperial Valley College.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_