



Frequently Asked Questions

- ***How do I apply for a position?***

Visit our online application system at [Chaffey College Online Application](#) and please read the complete job announcement before applying.

Part-time faculty candidates apply via [CCC Registry](#).

- ***How do I apply for student employment?***

Please go to [Chaffey Connect](#) for student employment.

- ***Can I mail, email or fax my application and supporting documents?***

Applications and required supporting documents are accepted ONLY via our online application system.

- ***What if I am not available to take a required test on the date testing is scheduled?***

If you are unable to attend the testing, your application will not be considered for the position. We do not offer alternate test dates.

- ***What is a cover letter (letter of application) and to whom should it be addressed?***

A letter of application highlights your qualifications (e.g., relevant experience, skills, training, and education) for the position. The letter may be addressed to the Selection Committee.

- ***I am having technical problems with the online application system. What do I do?***

You may contact NEOGOV at <https://www.governmentjobs.com/Home/ApplicationGuide>.

- ***How do I go about requesting a reasonable accommodation for the application or selection process?***

All requests for reasonable accommodation during the application and/or selection process should be directed to the Office of Human Resources michele.throckmorton@chaffey.edu at (909) 652-6526 or aaron.amberg@chaffey.edu at (909) 652-6525.

- ***I did not upload a required document(s). How do I go about getting it uploaded?***

If your application is saved but has not been submitted, you can reopen your application and upload the document(s) in the upload attachments section. If you have submitted your application and the closing date has not passed, you can email your documents to michele.throckmorton@chaffey.edu or aaron.amberg@chaffey.edu and these will be uploaded to your application. When sending your document(s), please include the position applying to and the exact name you used when you created your profile. If the closing date has passed, any additional documents received will not be reviewed by the committee.

- ***I forgot my user name and/or password, how can I retrieve or reset it?***

Click on the "Forgot username" or "Forgot password" link on the sign-in page of our online application system. If you are still having trouble please click on the [NEOGOVB Help Website](#) for detailed directions.

- ***I submitted an application – is that all I need to do?***

Most positions require supporting documentation such as a resume and cover letter to be submitted in addition to your application. All requirements are indicated on the job announcement. All applicants will receive notification of their status typically within 30 days after the position closes. Your application status will be available in your profile.

- ***Will I be considered for employment if I do not have authorization to work in the United States?***

No, you must meet the Federal requirements for employment in the United States before you may be hired by Chaffey College.

- ***If I have questions regarding a position posted, who do I contact?***

All questions should be directed to the Office of Human Resources at (909)652-6525 for aaron.amberg@chaffey.edu or you may contact (909) 652-6526 for michele.throckmorton@chaffey.edu.