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| Employment Practices - 2023 | |

**JOB VACANCY APPLICATIONS**

All applications for employment shall be submitted to the Human Resources (HR) Department and HR shall process all applications.

**NOTIFICATION OF VACANCIES**

Principals and other administrators shall inform HR of definite vacancies as well as those that may be pending. Applicants for specific posted positions will be screened by HR staff and the most qualified applicants will be cleared and available to principal or department leadership. Campuses and departments may further screen the pool and selected applicants for interviews.

**REFERENCES**

References are required and applicants are asked to list at least two recent or former supervisors. At least one reference should be contacted by the hiring administrator via telephone or email. Telephone references and interviews must be conducted in accordance with District policies and regulations [See DAA]. Telephone references shall be notated in writing and submitted to HR as documentation.

**PROCEDURES FOR HIRING RETIREES**

Eligibility for Rehire: In accordance with law, in considering applicants for professional educator positions, the District must give preference to certified applicants who are not retirees (Section 824.602(a)(m)(3) of the Government Code)

**NO GUARANTEE FOR REHIRE**

Retiree candidates considering applying for the opportunity for rehire must be aware the District cannot in any way promise or guarantee post-retirement employment. Position will be vacated and posted as required by District policy.