



# CONNECTICUT COLLEGE

## APPLICANT USER GUIDE

Connecticut College welcomes your employment application for advertised positions. The College relies on an electronic applicant tracking system to support the recruitment and hiring of staff. To be considered for a position, you must complete an on-line application. Below are instructions to assist you in that process. If you require further assistance, please contact a Human Resources representative at 860-439-2085.

- I. **View Advertised Positions:** All open staff positions are posted on the College’s website
  - a. Navigate to <https://conncoll.hiretouch.com/staff-openings> from any web browser
  - b. All open positions will be listed at the bottom right

### CONNECTICUT COLLEGE

#### Staff Openings

We appreciate your interest in a career at Connecticut College and welcome your employment application. To be fully considered for an open position, please follow the instructions within each position advertisement listed below. If you require assistance in the application process, please contact Human Resources at 860-439-2085.

To ensure an exceptional learning and working environment, background checks are used to help protect the College’s interests and the well-being of its students, staff, faculty and the public. Some positions, based on the job responsibilities, also require post-offer physicals, psychological screens, motor vehicle record check and/or credit checks. The College adheres to the Fair Credit Reporting Act (FCRA). Your rights through the FCRA are available online.

Connecticut College is committed to creating a vibrant community enriched by diverse perspectives, talents and experiences. We encourage applications from candidates who share this commitment and who will contribute to the diversity of our College community, especially members of historically under-represented groups. AA/EOE.

\*\*Please refer to the document [here](#) for guidance on creating an account to apply for staff openings.\*\*

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**Kitchen Cleaner**  
Department: Dining Services

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FACULTY SEARCHES

STAFF OPENINGS

APPLICANT LOGIN

LOGOUT

BENEFITS

EMPLOYEE HANDBOOK

CONTACT HUMAN RESOURCES

NONDISCRIMINATION POLICY

AFFIRMATIVE ACTION

WELLNESS PROGRAM

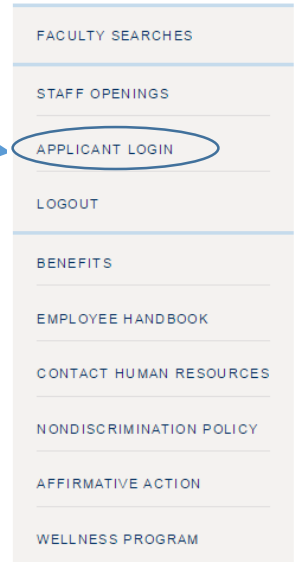
- c. Click on the position title (in this case Kitchen Cleaner) to see Job Details.



## APPLICANT USER GUIDE

### II. Create an Applicant Login

- Click on APPLICANT LOGIN on the right hand menu.
- Enter the required information then click SAVE at the bottom of the page.



#### Personal Information

\*FIRST NAME:

\*LAST NAME:

\*STREET ADDRESS:

APT/UNIT:

\*CITY:

\*STATE:

\*POSTAL CODE:

\*COUNTRY:

CAMEL ID NUMBER  
(FOR CURRENT CC  
COLLEGE  
EMPLOYEES):

#### Contact Information

\*EMAIL:

\*PRIMARY PHONE:

#### Login Information

\*USER NAME:

*Please enter a user name.*

\*PASSWORD:   Display characters

\*CONFIRM  
PASSWORD:   Display characters

*You must enter a password*  
*Your password must be at least 3 characters long*

SAVE



# CONNECTICUT COLLEGE

## APPLICANT USER GUIDE

### III. Apply for an Advertised Position

- Log in to the system by selecting APPLICANT LOGIN from the right had menu, then enter your user name and password.
- Click on STAFF OPENINGS from the right hand menu, then select the position you are interested in.
- At the bottom of the Job Details page, click on APPLY FOR POSITION

#### Job Details

**Title:** Kitchen Cleaner  
**Close Date:** 07/18/2016  
**Department:** Dining Services  
**Reports to:** Lead Kitchen Cleaner  
**Appointment Type:** Continuing Full-Time

#### Job Summary:

CONNECTICUT COLLEGE seeks an experienced Kitchen Cleaner to work under the supervision of the Lead Kitchen Cleaner or Supervisor. The Kitchen Cleaner will be responsible for daily cleaning of dishes, eating and production utensils, and equipment, and all areas of the kitchen, dining room and hallways of any of the operating units in Dining Services. Included in the utility work required for this position is the transport of food and equipment; stock in dry storage, refrigerators and freezers as needed; assist Cooking Staff and Dining Service Aides; prep of food items when necessary.

**Hours Per Week:** 40

#### Qualifications:

Must have good communication skills, including the ability to read, write and converse in English; be flexible in work assignments and locations, including dining halls, snack shop; be able to work well as part of a team as well as independently, following directions and evaluating results to help improve work processes. In addition, s/he must be able to lift 50 lbs. and handle loading and unloading carts and vehicles safely; have basic understanding of the mechanical workings of dining services equipment and have a basic knowledge of safety and sanitation rules.

#### Applicant

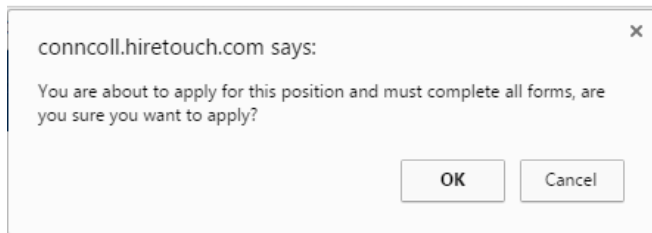
##### Credentialing:

Thorough applicant credentialing, including criminal records check will be conducted on the selected applicant. As a highly selective residential liberal arts college, Connecticut College is committed to creating a vibrant community enriched by diverse perspectives, talents and experiences. We encourage applications from candidates who share this commitment and will contribute to the diversity of our college community, especially members of historically under-represented groups. AA/EOE

**Work Schedule:** 40 weeks per year  
**Pay Type:** Non Exempt (hourly)  
**Benefits Eligible:** Full BNTs

[APPLY FOR POSITION](#) [Back to Staff Openings](#)

- When the following box appears, click OK to proceed with your application, otherwise click Cancel.





# CONNECTICUT COLLEGE

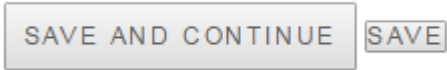
## APPLICANT USER GUIDE

- e. Click on Start under the Action heading.

You Applied for:

Kitchen Cleaner - Incomplete		Status/Date Completed
Action	Job Form(s)	
<a href="#">Start</a>	Employment Application	
	Confidential EEO Information	
	Voluntary Self-Identification of Disability	

- f. Complete the required information. Select SAVE AND CONTINUE at the end of each page if you wish to continue working on your application, or choose SAVE if you wish to finish your application at a later date.



- g. All required information must be completed before your application to be considered.

- h. In the case that you are not able to upload some of your application materials, we recommend that you clear your browser cache and/or try a different browser altogether when you try to upload your materials again.

- i. On the last page of the application, you will need agree to the applicant acknowledgement by clicking on the check box, type your digital signature in the box, then click SUBMIT.

### Applicant Acknowledgement

It is understood that if employed, any omissions or false statement made by me in applying for employment will be sufficient cause for dismissal from the College. The College is authorized to conduct a background investigation. However, contact with any present employer will not be initiated without my approval. A post-offer physical is required for all service hourly positions.

I understand that nothing contained in this application or in the granting of an interview creates a contract between Connecticut College and myself for employment or for any benefits. I acknowledge that no promises or guarantees regarding future employment or benefits have been made to me and I understand that no such promise or guarantee is binding unless made in writing by the Assistant Vice President of Human Resources. If an employment relationship is established, I acknowledge that no consideration has been furnished to Connecticut College for my employment other than my rendering of services. Connecticut College adheres to the principle of employment at will, which allows either party to terminate employment at any time.

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\*I agree and consent to providing an electronic signature:



Please enter your digital signature below exactly as you would sign the document.

\*Digital Signature:

Date: 07/12/2016 02:39:PM

User Name: |

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