



Application Checklist

Thank you for your interest in working for Wyoming Child & Family Development, Inc. The following items are required in order to process your application:

_____ Wyoming Child & Family Development, Inc. Application for Employment

- Please make sure the application form is legible and complete.
- You may attach a resume in addition to the application, but be sure to complete all sections of the application.
- Please remember to sign and date the application in the appropriate places.

_____ Copies of educational transcripts, certifications, and licenses that may apply to the position(s) you are applying for.

_____ Three (3) letters of reference (at the time of interview)

- All letters of reference must be dated and signed, with contact information including complete phone numbers and addresses.
- Applicants must include at least one letter from a professional reference (such as a former employer or other professional acquaintance) and at least one letter from a personal reference (such as a personal friend or co-worker). The required third letter may be from either type of reference.
- Do not use relatives as references.

Please take time to review the job description for the position you are interested in before turning in your application.

For questions, please call: _____

Your application should be returned to: