Application Types Overview

TREMS

* An asterisk following an item denotes a required document

Important Notes:

Please remember the descriptive application instructions are created when filling out the "Application Instructions" section in JEMS. Ensure the Application Instructions match the Application Type.

"Other" documents refer to the additional materials that must be included and/or uploaded on an application. Examples of these documents can be found below in the corresponding Application Category.

The "Work History" application type is a form in which the applicant must fill out their work history, including current and previous work history employer, employer contact information, job title, job duties, start and end dates and supervisor contact information.

Application Category: Faculty

Application Types:

- CV*Statement of Interest*
- CV*Statement of Interest*List of References*
- CV*Statement of Interest*Reference Letters*
- CV*Statement of Interest*1 Other*
- CV*Statement of Interest*1 Other optional
- CV*Statement of Interest*1 Other*2 Others optional
- CV*Statement of Interest*2 Others*
- CV*Statement of Interest*2 Others optional
- CV*Statement of Interest*2 Others*1 Other optional
- CV*Statement of Interest*2 Others*2 Others optional
- CV*Statement of Interest*3 Others*
- ONE Complete File Upload*
    - *Examples of the "Other" document may include: Writing Sample, Research Statement, Teaching Statement, Statement of Research, Sample Publications*

Application Category: General

Application Types:

- Resume*Cover Letter*
- Resume*Cover Letter optional
- Resume*Cover Letter*List of References*
- Resume*Cover Letter*Other*
- Resume*Cover Letter*2 Others*
- Resume*Cover Letter*3 Others*
- Resume*Cover Letter*Other optional
- Resume*Cover Letter*2 Others optional
- Resume*Cover Letter*Work History*
- Resume*Work History*
- Resume*Cover Letter*Work History*List of References*
- Resume*
- Cover Letter*Work History*

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- Work History*
- Work History*Other optional
- ONE Complete File Upload*
  - *Examples of the "Other" document may include: List of References, Certification, Licensure, Transcripts*

Application Category: FP&M
Application Type:

- Trades Application

Application Category: UWPD
Application Types:

- Administrative Position
- Dispatcher
- Security Officer
- Sworn Officer

Application Category: Application Not Required
Application Types:

- Using a 3rd Party Search Firm or External Job Board
- Notice PVL (OHR use only)
- Using Existing Applicant Pool (Use only for US, US-FTF and TE)