

The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Human Resources	HR		521.1
Subject Title	Adopted	Last Revised	Reviewed
Application for Employment	11/4/15	2/1/18	04/10/17; 2/1/18

PROCEDURE

Application

This procedure shall apply to all prospective employees of The Right Door for Hope, Recovery and Wellness.

1.0 Application

Application for employment at The Right Door for Hope, Recovery and Wellness may be made via US Mail, internet email, or in-person delivery at 375 Apple Tree Drive, Ionia.

- 1.1 An application for employment is not considered valid unless it is submitted to and received by the Human Resources Department.
- 1.2 Applications for employment shall include a current resume with cover letter indicating the position being applied for.

2.0 Acknowledgment of Applicant

The Human Resources Department shall acknowledge all resumes/applications for employment in one of the following methods:

- 2.1 An automatic on-line response indicating the receipt of the on-line resume will be sent to applicants who apply via email.
- 2.2 A letter of acknowledgment will be sent to applicant for all resumes received in person or via US Postal Service.
- 2.3 No other acknowledgment of application will be made.

3.0 Scheduling of Interview

- 3.1 The CEO shall formally review and forward the resumes of selected qualified applicants to the appropriate supervisor prior to a formal interview being scheduled.
- 3.2 Formal interviews of selected, qualified applicants will be scheduled by a supervisor within five business days of application being received for a currently posted The Right Door for Hope, Recovery and Wellness position by the supervisor.

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4.0 Return to Applicant

- 4.1 All applications will be considered active for 30 calendar days.
- 4.2 All applications shall be considered inactive after 30 calendar days, but will be retained for 365 days after receipt of said application.
- 4.3 Retained applications will be regularly reviewed by the CEO for emerging and vacant The Right Door for Hope, Recovery and Wellness positions.

Robert S. Lathers, Chief Executive Officer	Date		