



ADMINISTRATIVE PROCEDURE

**ADMINISTRATIVE PROCEDURE NO: AP 302.13
RELATED TO POLICY NO. 302**

TITLE: UNSOLICITED APPLICATIONS

Letters of inquiry and/or unsolicited applications for full-time employment shall not be kept on file by the College. All submitted materials will be forwarded to the Personnel Office for appropriate action. All submitted materials will be destroyed, unless a vacancy exists.

Letters of inquiry and/or unsolicited applications for temporary part-time employment submitted by college district residents shall not be kept on file in Personnel. All submitted materials will be forwarded to the appropriate college department(s), and the sender notified of the referral.

Letters of inquiry and/or unsolicited applications for temporary, part-time employment, submitted by persons outside the college district, shall not be kept on file by the College. All submitted materials will be forwarded to the Personnel Office for appropriate action. All submitted materials will be destroyed, unless a vacancy exists.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW: