

Application Procedures: This application is to be completed in its entirety by Riverside County employees that are interested in any of the programs or services offered by the Educational Support Program (ESP), excluding Educational Loan Repayment. Please note completing this application does not guarantee future placement in the Educational Support Program.

Eligible Candidates: Regular full-time employees who have successfully completed their initial probationary period. Please refer to the Educational Support Program Policies and Procedures for additional information on eligibility.

Required Information:

Employee Name (First, MI, Last)	Current Position (title)	Employee ID #	Union
Current Department	Current Supervisor	Work location (city)	Initial Hire Date
Work Contact Number	Other Contact Number	E-mail Address (county e-mail preferred)	

Current Education: Check the highest level of education completed

- Professional Degree (including Doctoral)
 Master’s Degree
 Bachelor’s Degree
 Associate’s Degree
 Some College
 Certificate/License
 High School Diploma/GED
 Less than High School

If you checked a college degree, please specify your major: _____

Reason for Applying: Check all that apply

- Career Counseling** – Interested in meeting with a Career Counselor
 Exploring county career options
 Career / Educational guidance
 Help with building a better resume
 Textbook & Tuition Assistance Options – Interested in pursuing further education
 I know the county position I am interested in pursuing (please specify) _____
 I know what degree/certificate I am interested in (please specify) _____
 I am interested in exploring financial assistance options

Required Signatures:

Employee Name (please print)	Date	Employee Signature: acknowledging ESP’s policies and procedures
Immediate Supervisor Name (please print)	Date	Immediate Supervisor Signature: attesting employee has completed initial probationary period with Riverside County and is currently in good standing in their current position

ONCE COMPLETED PLEASE RETURN THIS APPLICATION TO MAIL STOP #1081 OR MAIL TO EDUCATIONAL SUPPORT PROGRAM, 4080 LEMON STREET, 7TH FLOOR RIVERSIDE, CA 92501, Or you can email it to ESP@rivco.org. If you have any questions while completing this application, please contact the Educational Support Program at ESP@rivco.org. You can access Educational Support Program policies and procedures at <http://esp.rc-hr.com>.