

CCSD Mental Health Internship Application Process – flow map:



Applicant finds internship info:
— [Cherry Creek Schools HR Site](#)
Applicant completes the online Classified Employee Application through the HR website:
⇒ Must include attachments: Resume/CV and 3 letters of recommendation;
⇒ Must apply to job posting : L25060



Applicant completes essay questions through Google Form:
— [Social Work questions](#)



Applications are pre-screened by internship coordinators:

- Top candidates are invited for in-person or Zoom interviews.
- Remaining candidates will be notified if they are not invited to interview.



Candidate attends group interview:

- Determine mutual goodness of fit;
- Opportunity to bring questions to the interview committee about the internship training program.



Top candidates receive an offer for internship:

- Psychologist—by early March
- Social Work—by early June



After receiving the internship offer, candidate will need to:

- ⇒ Pass phone reference check
- ⇒ Complete the HR hiring packet (fingerprinting & background check)
- ⇒ Complete necessary paperwork with university program
- ⇒ Complete [CDE Intern Authorization](#)
- ⇒ Attend Mental Health Team Orientation (held in first week of August)
- ⇒ Watch “What You Need to Know” video