

Educational Support Program - Application



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: For Textbook & Tuition Assistance: 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. Please note that not all departments provide textbook and tuition assistance. For Career Counseling Services Only: Temporary and regular employees, regardless of current probationary status, are eligible to apply.

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) Masters 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
 - Resume Review or Interview Prep
- 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: If applying for funding assistance, your signature attests that employee has completed initial probationary period with Riverside County and is currently in good standing in their current position. **Note:** If applying for career counseling only, your signature approves employee to participate only in career counseling services provided through the Educational Support Program.

ONCE COMPLETED, PLEASE E-MAIL THIS APPLICATION 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 <https://corlearning.rc-hr.com/Products-Services/Educational-Support-Program-ESP>