



## Application for Employment Instruction

Cincinnati College of Mortuary Science  
645 W. North Bend Rd.  
Cincinnati, Ohio 45224

**Applicants should view the respective published CCMS Position Description to determine their eligibility as a qualified candidate prior to submitting the below requested documents. Learn more about published position on our website at [www.ccms.edu](http://www.ccms.edu) (search job) or by phone at 513-761-2020.**

### **How to Apply:**

Candidates interested in applying for a published position with CCMS should submit:

- A letter of interest no more than 3-pages in length. Include the position title in your letter.
- Resume
- Names and contact information of three references, one of which should be a professional reference from a former employer.

Submit the requested information to Human Resources by email **or** mail below:

[employment@ccms.edu](mailto:employment@ccms.edu) (subject line "Application for Employment")

Cincinnati College of Mortuary Science  
ATTN: Human Resources  
645 W. North Bend Road  
Cincinnati, OH 45224