

# FORM 3

## Related Work Experience: Initial Step Placement for Adjunct Faculty and Full-Time Faculty Overloads

### *Workforce and Health Sciences Only*

Please complete this form for all full-time related work experience not included on your original application for employment. You may review your employment application from 8-5 Monday through Friday in HR Records at Highland Business Center. Attach additional forms if needed.

**Complete this form and return to HR Compensation by July 27, 2009 to report full-time related work experience not included on your original application for employment.**

Company: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Title: \_\_\_\_\_ Department/Field: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Company: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Title: \_\_\_\_\_ Department/Field: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Company: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Title: \_\_\_\_\_ Department/Field: \_\_\_\_\_

Job Duties: \_\_\_\_\_

I certify that all the information I have included form is true and correct. I authorize ACC Human Resources to contact the companies I have listed for verification purposes.

Check the area in which you teach:

Arts & Sciences

Workforce

Health Sciences

Current Teaching Discipline

Please check one:  Full-Time Faculty

Adjunct Faculty

Type/Print Name

Social Security # or Datatel ID #

Signature

Date

Email

Phone

### ***HUMAN RESOURCES USE ONLY***

Current Step:

Add'l Step(s):

New Step:

Verified by: