

New and Returning Adjunct Hiring Paperwork Checklist

All forms listed below are required for **New and returning Adjunct instructors that have departed from ACC for more than a year**. Deans may retrieve transcripts and Condition of Employment forms from the Fortis Scan System to re-certify returning Adjuncts. For questions, please contact HR Employment at 223-7229.

Applicant's Name: _____ Teaching Discipline: _____
 Department Contact: _____ Phone #: _____

New Hire **Rehire** **Current Employee in another department**

Dept. HR

- Application for Employment
- Reference Checks (2 required)
- New Adjunct Faculty Information Sheet
- Credential Certification form (Re-hires must be re-certified if break in service is more than 1 year)
- Conditions of Employment
- W'4
- I'9
- Direct Deposit form (**Direct Deposit is mandatory at ACC**)
- Transcripts (official or printed from Fortis Scan System)

yes no **Skills Instructor?** yes no **Alternative Credentialing?**

If the answer is yes to Skills Instructor or Alternative Credentialing a Credential Certification form must have the appropriate VP's signature and one or more of the following documents must be included:

Dept. HR

- Letter from Employer
- Satisfied Customer Letter
- Awards/Commendations
- License/Certificates

Dept. HR

- Publications
- Proof of Commitment
- Flyers from performances
- Other

ADDITIONAL NOTES

For Human Resources Use Only

HR Representative _____
 Date _____