

Adjunct Hiring Paperwork Checklist

*For questions or comments please contact the Employment office at 223-7229/223-7534.
Forms may also be faxed to 223-7226. Please call to confirm the receipt of all faxes.*

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

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

- Dept. HR
- New Adjunct Faculty Information Sheet
 - Application for Employment
 - Reference Checks (2 required)
 - Adjunct Faculty Application Evaluation
 - W'4
 - I'9
 - Conditions of Employment
 - Credential Certification form
 - Direct Deposit form
 - Official Transcripts

Alternative Credentialing? yes no If yes, the Credential Certification form must have the appropriate VP's signature and one or more of the following documents must be included:

- | | |
|---|--|
| Dept. HR | Dept. HR |
| <input type="checkbox"/> <input type="checkbox"/> Letter from Employer | <input type="checkbox"/> <input type="checkbox"/> Publications |
| <input type="checkbox"/> <input type="checkbox"/> Satisfied Customer Letter | <input type="checkbox"/> <input type="checkbox"/> Proof of Commitment |
| <input type="checkbox"/> <input type="checkbox"/> Awards/Commendations | <input type="checkbox"/> <input type="checkbox"/> Flyers from performances |
| <input type="checkbox"/> <input type="checkbox"/> License/Certificates | <input type="checkbox"/> <input type="checkbox"/> Other |

ADDITIONAL NOTES

For Human Resources Use Only

HR Representative _____
 Date _____